

**CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS
WOODLAND HILLS RECREATION CENTER**

5858 Shoup Ave.
Woodland Hills, CA 91367
(818) 883-9370

Recreation Assistant
Assist with various classes – Youth through Adult & Office
(Year round)

Available Hours: 2 – 20 hours/ week

Description of Duties: Qualified, enthusiastic Recreation Assistants to conduct/assist with a wide variety of programs for both youth and adults. Design and carry out a program for youth and/or adults, responsible for setting up and taking down, carry out planned program, interact with patrons in a positive manner, able to communicate with children, parents, adults and staff. May also be required to assist in the office when needed, able to learn and operate the RecTrac system, must be computer literate.

Hours: To be determined

Qualifications: Able to plan, organize and implement activities, with guidance. Able to assist in organizing sports and classes, setting up and carrying out planned programs, upkeep of rosters, schedules, assignments and recreational reports. Knowledge to market center programs. Must be able to interact with children and adults in a positive manner, able to communicate with parents and staff. Must be able to work with minimal assistance.

Examples of activities: Art, Cooking, Dance (Bollywood, Ballroom, Hip Hop, Jazz, etc.), Dance Exercise, Fitness, Foreign Language, Music (various instruments), Photography, Science, Sports clinics, Theater, Vocal, Yoga.

To Apply: Send resume to or apply with:

Lee Marks/ William Rivas
c/o Shadow Ranch Recreation Center
22633 Vanowen St., West Hills, CA 91307
(818) 883-9370
Or email: lee.marks@lacity.org or
william.rivas@lacity.org

Classes will be held at Woodland Hills Recreation Center, 5858 Shoup Ave., Woodland Hills, CA 91367 once construction of facility is complete. Until then we will be occupying space at Shadow Ranch Recreation Center.

Last Day to Apply: July 10, 2017