

**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

Available Hours:

- Up to 20 hours per week
- Monday-Friday: 9-2p, 2-6p, 6-9p
- Saturdays: 9-2p, 2-5p
- Hours will vary depending on needs of the facility

Description of Duties:

- Assist in general office procedures such as activity registration, permits, timekeeping, job orders, record keeping, budgeting, graphic art and marketing.
- Able to assist in organizing sports and classes, setting up and carrying out planned programs.
- Able to manage the RecTrac registration program in assisting patrons.
- Able to adapt to changes as facility programs evolve.

Qualifications:

- Computer skills and the ability to adapt to new programs
- Ability to exercise good judgement and customer service skills
- Able to assist in upkeep of rosters, schedules, recreational reports
- Knowledge in developing and marketing programs.
- Able to communicate effectively with parents, youth, co-workers and supervisor

To Apply:

- Please send resume to:

Lee Marks
lee.marks@lacity.org

Last Day to Apply: May 16th, 2026