

City of Los Angeles Department of Recreation and Parks

Fairfax Senior Citizens Center

7929 Melrose Ave, Los Angeles, CA. 90036 • Phone: (323) 653-1824

Recreation Assistant

Available Hours: 0 to 25 hours a week, between Mondays – Fridays 8am-4:30pm, some evening for permits from 6pm-10:30pm. Varies on weekends. (Hours may vary depending on the needs of the program and/or permit).

*2 Positions Available

Description of Duties:

- Assist the recreation facility director with additional program needs such as contacting patrons, sending important reminders, collecting payments, office coverage, submitting documents and distributing supplies.
- Set-up and break down supplies and equipment for the programs including but not limited to leading/monitoring Lunch Program, Bingo games, organizing game equipment, chairs/tables, board/table games, activities, crafts, organizing/cleaning, moving heavy objects (up to 50 pounds) and more.
- Teaching/leading different classes from enrichment to active movement. Assist in educational programs and/or classes, leading craft activities, have the knowledge to teach computer/tech type classes.
- Attendance and participation in community and senior center special events as necessary for planning the events, during the events, and cleaning up accordingly. This would include, but not be limited to local day trips.
- Create and develop a bond with the community and culture in a professional manner.
- Monitor activities, open gym and assist permit groups.

Qualifications:

- Must be 18 years or older.
- Self-driven, professional, and possess good work ethic.
- Have a good driving record to be city van trained to transport both patrons and staff.
- Excellent and effective communication skills with staff and patrons.
- Be available during hours listed.
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with adults ages 50 and up.
- Experience working with adults ages 50 and up is preferred, but not required.
- Current adult CPR and AED is a plus.

To apply please send your resume:

Drop Off/Mail To: Fairfax Senior Citizens Center Attn: Facility Director of Senior Center 7929 Melrose Avenue Los Angeles, CA 90036	E-mail To: RonaldEvans@lacity.org Subject: Fairfax Senior Citizens Center Assistant- NEW APPLICATION
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Last Day to Apply: Wednesday, April 29th, 2026