

Westchester Senior Center

8740 Lincoln Blvd, Los Angeles, CA 90045

310-649-3319 office

Westchester.scc@lacity.org@lacity.org

Recreation Assistant

3 positions

Available Hours: Available Mondays-Fridays | 1pm-5pm.

Facility is open 9am-5pm | Monday-Friday,

Additional hour opportunities for evening and weekend classes and events.

Job Description: Seeking a Recreation Assistant to assist with facility coverage and duties. Duties may include sweeping, mopping, taking out the trash. Making popcorn and serving snacks for cinema club. Cleaning popcorn machine. Assist with Canva and graphic needs of the center. May also assist in office coverage, reception, registration processing, senior summer camp, and dealing with the needs of the center. This person may be responsible for teaching classes, assisting with special events, cleaning after events, opening and closing facility.

Duties Performed:

- Answer phones and questions
- Help patrons on Rec Trac and taking registration
- Assist with Special Events
- Light cleaning of facility
- Assist with the needs of the center and its programs.
- Open in the morning, and or Close up in the evening.
- Work on brochures, Flyers, and graphics for the facility.

Qualifications:

- Exercise good judgment, courtesy, and tact with staff and public
- Communicate clearly and concisely, orally and in writing
- Establish and maintain effective working relationships with parents, the public, staff and other agencies
- Utilize quality customer service skills and techniques
- Be on time, reliable, and ready to work

Experience and Education:

- Computer skills
- Reception skills
- Knowledge and or experience with groups, especially seniors.

To Apply: Email resume to: kirstin.zullo@lacity.org

Due Date: May 14th, 2026