

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
HIGHLAND PARK ADULT SENIOR CITIZEN CENTER
6152 N. FIGUEROA ST, LOS ANGELES CALIFORNIA 90042
Ph. #323-256-6866

RECREATION ASSISTANT

Positions Available: 2

Hours Available: Monday- Friday | 8:30am-5pm

Weekly Hours Available: 0 to 15 hours per week, depending on class needs and enrollment.

Description of Duties: Duties may include but are not limited to registering participants, answering phones, setting up for activities and special events. Set up and tear down equipment and prep classroom/auditorium. Communicate effectively with patrons, volunteers and staff. Provide a safe and positive environment.

Qualifications:

- Ages 18 and over
- Experience working in office setting.
- Capable of taking supervisory directions from multiple program staff.
- Ability to communicate effectively with staff and the community.
- Minimum of 1 year of experience supervising, developing and teaching activities for individuals.
- Must be able to lift and carry up to 50 pounds of equipment, such as carry tables and chairs, etc.
- Bilingual in Spanish is a plus but not required.

- **Ability to:**
 - Lead and organize activities professionally.
 - Employ methods that instill safety of each participant and be able to apply Recreation & Parks policy and procedures daily.
 - Establish and maintain effective working relationships with public, community groups, staff and other agencies.
 - Be outgoing and a good role model.
 - Communicate clearly and concisely (Oral and written).
 - Exercise good judgment, courtesy, and tact with staff and public.

TO APPLY, PLEASE EMAIL RESUME TO:

Cynthia Yparraguirre, Facility Director
E-mail Cynthia.yparraguirre@lacity.org

LAST DAY TO APPLY: May 16th, 2026