



CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS



Special Program Assistant (2415)

Salary: \$18.36 per hour

(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

5 positions

The Department of Recreation and Parks, Camping Section is recruiting for Special Program Assistants (SPA II). SPA IIs in the Camping Section are part-time, at-will employees who work up to a maximum of 1040 hours per year, at multiple locations throughout the City of Los Angeles.

AVAILABLE HOURS:

- 0-30 hours per week based on schedule and shift availability. Summertime is our busiest season of the year.
- Hours and locations may vary.
- Must be available to work a flexible schedule that could include weekdays, weekends, early mornings, evenings, and occasional holidays.

DESCRIPTION OF DUTIES:

- May assist with weed abatement, trail clearance, painting, and removing and installing lightbulbs.
- Assist with camp events.
- May assist with trash removal and cleaning/maintaining of the kitchen, dining room, campfire ring, cabins, and general store.
- May perform custodial functions including, disinfecting high-touch areas, mopping floors, laundry service, cleaning buildings, restroom facilities, and public play areas/fields.
- May maintain campgrounds (both indoor and outdoor), parking lots, roads, and adjacent areas; perform minor building repairs.
- May perform minor irrigation repairs and landscape maintenance such as planting, cultivation, and tree care.
- May use small power equipment such as line trimmers, small mowers, and backpack blowers.

QUALIFICATIONS:

- Must possess a valid California Driver's License and a good driving record.
- Must be available to work mornings, nights, weekends, and holiday shifts, as needed.
- Must be responsible, dependable, and possess a "Can-do" attitude.
- Excellent customer service skills and a desire to work with the public.
- Ability to understand and follow directions.
- Ability to work under minimal supervision.
- Some knowledge and experience working in a commercial kitchen are desirable.

HOW TO APPLY: Please submit a resume (by e-mail ONLY) to:

Attention Ezequiel Pena @ camps@lacity.org

DEADLINE TO APPLY:

From February 24 - until positions are filled

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at:

https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf