

City of Los Angeles • Department of Recreation and Parks

## **COSTELLO SENIOR CITIZEN CENTER**

**3121 E. Olympic Blvd. Los Angeles, CA 90023**

**Phone: (213) 485-9111**

**Email: [costello.seniorcenter@lacity.org](mailto:costello.seniorcenter@lacity.org)**

**Website: <https://www.laparks.org/scc/costello>**

# **Recreation Assistant**

(5 positions available)

**Available Hours:** 0-20 hours per week, various shifts and duties  
Must be available Monday through Saturday, 9:00 a.m. to 5:00 p.m.  
Schedule may vary according to program schedule and demand.

**Job Description:** worker will create classes for seniors (for example: sewing, knitting, crochet, piano exercise, Sports (pickleball, badminton and table tennis) dance and etc. Activities may be conducted outdoors or indoors.

### **Duties Performed:**

- Create, organize and implement classes and exercise lesson.
- Valid California driver's license.
- Set-up, break-down, & sanitize areas and equipment. May include lifting / carrying up to 20 pounds and setting up activities, tables and chairs for seniors.
- Participates in all classes when as a substitute instructor.
- Manage Bingo activity
- Learn to take payments and office duties.
- Aids, conduct or lead in the execution of special events, classes, themes, activities and etc.
- Establish and maintain effective working relationships with participants, the public, staff, director and other agencies on the phone and in person.
- Adheres to City and departmental policies and procedures; performs related duties as required
- Other assigned duties as assigned by Director (ex: organize registration binder, sport related office work, registration, payments, errands, and etc.)
- Show up on time, prepared and reliable, able to follow directions
- Set up and maintain planned programs for patrons 50+

### **Qualifications:**

- Exercise good judgment, courtesy, and tact with director, coordinator, participants, staff and public.
- Communicate clearly and concisely, orally and in writing
- Utilize quality customer service skills and techniques
- Ability to participate in all activities, and be exposed to sun

### **Experience and Education:**

- One to two years of experience working with adults preferred.

**To Apply Send Resume To:** Francisco Cerritos, Acting Recreation Facility Director

Email: [Francisco.Cerritos@lacity.org](mailto:Francisco.Cerritos@lacity.org)

**Last Day to Apply: January 10<sup>th</sup>, 2024**

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