

**CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS
WOODLAND HILLS RECREATION CENTER**

5858 Shoup Ave., Woodland Hills, CA 91367

Phone: (818) 883-9370

<https://www.laparks.org/reccenter/woodland-hills>

Recreation Aide

Available Hours:

- Up 15 hours per week
- Monday – Saturday; mornings, afternoon, evenings
- Hours will vary depending on the needs of the facility

Description of Duties:

- Assisting with sports – scorekeeping, officiating, coaching.
- Assist in office with sport preparation, recording, etc.
- Assist in other office tasks.

Qualifications:

- Ability to work with others in a close environment.
- Able to work with the public, speak clearly and have knowledge of the center's program.
- Able to teach skills to the players.
- Able to work independently, plan, file and organize all office task.
- Applicants are preferred to have minimum of one year of experience working with children.

To Apply: Please contact:

Lee Marks/ Justin Flint
Woodland Hills Recreation Center
5858 Shoup Ave., Woodland Hills, CA 91367
(818) 883-9370

Please email resume to: Lee.marks@lacity.org

Last Day to Apply: February 17th, 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