



CITY OF LOS ANGELES DEPARTMENT OF
RECREATION AND PARKS

GRANADA HILLS RECREATION CENTER

16730 Chatsworth St. Granada Hills, CA 91344

Office: (818) 363-3556

Granadahills.recreationcenter@lacity.org



RECREATION ASSISTANT

Available Hours: 0 - 20 hours / week

Hours: Various weekdays 4pm-9pm, Saturdays 8am-5pm, Hours may vary depending on needs of program

Description of Duties:

Under general supervision of full time staff, the Recreation Assistant must be able to coordinate large youth Sports programs – Baseball and Softball, Volleyball, Basketball, Soccer and Flag Football. This includes but is not limited to creating game schedules, flyers, spreadsheets, and inputting team rosters. Staff would be completing general office duties such as answering phones, collecting payments and other office assignments. Staff must be willing and able to complete field maintenance and setup on outdoor multipurpose fields. Must be willing and able to coach or officiate above mentioned sports. Must be able to work independently and effectively respond to difficult situations. Must maintain effective relationships with staff, patrons, and participants and have good leadership and supervisory skills.

Qualifications:

Recreation Assistant must have experience in creating flyers, creating and maintaining spreadsheets, and providing excellent customer service. Must be knowledgeable about the above mentioned sports. Must be available on weekends.

To Apply: Send Resume To or Apply With:

Michelle Gross De La Hoya

Granada Hills Recreation Center

16730 Chatsworth St. Granada Hills, CA 91344

Email: michelle.gross@lacity.org

Last Day to Apply: February 25th, 2023