



**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS**

Special Program Assistant (2415) & (2416)

Salary: \$15.78 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)

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

AVAILABLE HOURS:

- 8 to 25 hours per week based on the budgetary and operational needs of the Camping Section Department.

DESCRIPTION OF DUTIES:

- May work in a kitchen, washing dishes, cleaning appliances, assisting with food preparation.
- Perform custodial functions including, cleaning buildings, restroom facilities, and public play areas/fields.
- Maintain campgrounds (both indoor and outdoor), parking lots, roads, and adjacent areas; perform minor building repairs.
- May assist camp staff with office work including answering phones, taking reservations, maintain inventory of vehicles and equipment.
- Perform minor irrigation repairs and landscape maintenance such as planting, cultivation, and tree care;
- 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 services skills and a desire to work with the public;
- Ability to understand and follow directions;
- Ability to work under minimum supervision;
- Some knowledge and experience in landscape and custodial maintenance desirable.

HOW TO APPLY: Please submit a resume to the following:

INTERESTED APPLICANTS SHOULD EMAIL RESUMES TO:

Kimberly Huezo, Camping Section

Kimberly.Huezo@lacity.org

DEADLINE TO APPLY: Open until sufficient applications are received

An Equal Employment Opportunity Employer

As a covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.