

City of Los Angeles Department of Recreation and Parks  
**ROBERTSON RECREATION CENTER**  
1641 Preuss Rd., Los Angeles, CA 90035  
Office: 310-278-5383      Email: Robertson.RecreationCenter@LACity.org

**General Recreation Assistant – Variety of Recreation Center Duties**

Positions: 6 Available

**Hours:**

- 0-20 hours per week
- Openings are available immediately
- Various shifts; between 9am to 9pm Monday – Sunday
- Some shifts are not guaranteed and are based on enrollment
- Seeking applicants with ability to perform the duties of multiple areas in current need of additional staffing.

**Job Description:** Must have knowledge and experience playing organized basketball, volleyball, among other sports and activities. Duties may include but are not limited to organizing individual or group sports activities, run evaluations and drafts to form league teams. Set up and tear down equipment. Conduct instructional clinics and ability to coach, officiate or score keep. Communicate effectively with players, patrons, volunteers and staff. Staff would also potentially work at our day camps or after school program if hours are available. Provide a safe and positive environment. Must be able to do all this in addition to any additional duties that come up on a daily basis.

**QUALIFICATIONS:**

- Applicants must be at least 18 years old.
- Teaching or coaching, knowledge of the activity and experience working with youth is preferred. Training may be provided.
- Responsible and reliable
- Ability to communicate clearly and effectively, both orally and in writing
- Must be able to work well with and collaborate with other coworkers
- Ability to move, carry and set up equipment and supplies needed for the program(s) up to 25 lbs.
- Enthusiastic, responsible, reliable, professional and the ability to display good judgement and inspire and motivate participants
- Ability to follow direction and adapt to change

**Last Day to Apply: February 14<sup>th</sup>, 2024**

**To Apply:** Email Resume to: Robertson.RecreationCenter@LACity.org and insert **“RESUME”** in the Subject Line.

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)