

# Align Sutton Recreation Center

## Sports Program Recreation Assistant

**Available Hours:** 0-18 hours a week, based on sport/clinic registration and sport offered seasonally.

**Description of Duties:** Under general supervision, assist full-time recreation staff by monitoring patrons participating in recreational and sports-related activities and programs at the recreation center, lead recreational and sports activities, or participate in other work involving the application of specialized knowledge and skills in sports.

A Recreation Assistant conducts the effective delivery of the recreation program on a part-time or half-time basis, at times without immediate supervision. Assists full-time recreation staff in the delivery of services or programs and special events. Supports the Director-in-Charge in the daily operations of the recreation center activities; organizes and games, sports such as football, basketball, soccer, and volleyball; teaches and instructs regarding the rules for more common games; assists with organizing scheduling and conducting leagues and clinics in a variety of athletic activities; referees and umpires league games such as basketball, soccer, baseball/softball and football; interprets game rules; interacts with the public; special events; maintains discipline/code of conducts in indoor and outdoor game areas; completes reports; renders first-aid in cases of minor injury, if trained; and related work assigned by the full-time staff of the recreation facility. Ability to lift 10-25lbs and set up and take down sports equipment. Must have a valid California driver's license and be van trained. Must be available week nights and Saturdays for work and travel to other facilities for games, tournaments and all-stars.

**Minimum Requirements:** 3-5yrs experience in sports programming preferred. Ability to referee and umpire, experience with creating game schedules, running drafts and computer literate. Must be 18 yrs. or older, bi-lingual a plus. Van trained with a valid California driver's license.

**Hours:** Vary based on registration and program needs.

**Qualifications:** Applicants must express the desire to work in a public recreation environment. Must possess the ability to: multi-task interacts with public, handle computer registration, perform duties with minimum instruction, and work with minimum general supervision. Phone and computer skills (windows & excel) required. Must be able to work week nights and weekends as needed. Valid California Driver's License required and meet the description of duties listed above.

**To Apply:** Send resume to:

De Anna Tunstalle

[alginsutton.RecreationCenter@lacity.org](mailto:alginsutton.RecreationCenter@lacity.org)

**SUBJECT: RA SPORTS PROGRAM**

**Last Day to Apply: October 27, 2023**

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)