

City of Los Angeles Department of Recreation and Parks  
**BRANFORD RECREATION CENTER**  
13306 BRANFORD STREET, ARLETA, CA 91331 (818) 893-4923

**RECREATION ASSISTANT**  
Soccer Staff (3)

**Available Hours**

0 to 20 hours a week

**Hours**

- Monday - Friday, 4:00 pm - 9:00 pm.
- Saturdays, 7:00 am - 5:00 pm.
- Exact schedule will vary weekly based on program needs.
- Soccer Seasons: June – August and September through November.

**Description of Duties**

Duties include, but are not limited to

- Supervising teams, volunteer coaches, and parents.
- Communicating effectively with all participants, parents and volunteer coaches.
- Distributing and providing updated information to all participants in the program. Conduct coaches meetings, player's evaluations and drafts.
- Organize team rosters, practice, game schedules and equipment.
- Coach multiple teams and step in when a coach is not able to attend. Officiate and score keep games.
- Recruit officials, volunteers and participants.
- Prepare fields for practices and games.
- Providing assistance during practices if needed.
- Assist with any additional duties as needed for the effectiveness of the program.
- Ability to work independently.
- Work under extreme weather conditions.
- Will need to ensure good sportsmanship is always being practiced.
- Ensure safety protocols are followed.

**Qualifications**

- Applicants available the entire duration of the program preferred.
- Enthusiastic, responsible, reliable, professional, uses good judgment and is able to inspire and motivate coaches and participants.
- Will need to follow directions under the supervision of the director and coordinators, adapt to change, and implement program policies and procedures.
- Experience playing and teaching soccer boys or girls ages 3 - 15.
- Knowledgeable of the game rules and game day procedures.
- Ability to supervise adults and children enrolled in the program.
- Able to move, carry equipment and set up fields.
- Able to speak and make presentations in front of a large group.

**To Apply**

Email resume to: Email: [gabion.quiroz@lacity.org](mailto:gabion.quiroz@lacity.org).  
**Subject: Soccer position – Recreation Assistant**

**Last Day to Apply:** November 8<sup>th</sup>, 2023