

Oakwood Recreation Center

767 California Ave., Venice, CA 90291 (310) 452-7479
oakwood.recreationcenter@lacity.org

Recreation Assistant – Sports Leagues & Clinics

Positions available: 5

Available Hours

Year round hours will vary. Must be available 3pm-10pm weekdays and/or Saturdays 7am-8pm. 5-15 hours per week.

Job Description

Seeking a candidate proficient in all aspects of sports leagues and league management: for Basketball, Volleyball, Baseball and Softball. Candidates must be able to teach clinics and assist with all duties for both youth sports and adult sports programs as directed by Park Director and/or Recreation Coordinator.

Duties

- Prepare age-appropriate lesson plans for sports clinics for youth and adults
- Assist in league evaluations and drafts
- Assist in scheduling, planning, and facilitating of park practices
- Prepare facility gym and/or outdoor field for practices, games including equipment setup and teardown
- Ability to interact professionally with parents and participants
- Additional responsibilities assigned by Park Director and/or Recreation Coordinator such as contacting patrons, emailing/texting important reminders, collecting payments, office coverage, distributing equipment, and marketing seasonal sports programs.

Qualifications

- Minimum 1 year teaching youth in sports preferred
- Must have working knowledge of sports rules, strategy, field/court dimensions, planning and sports safety
- Experience working with kids and adults with disabilities a plus
- Experience in sports planning and instruction
- Scorekeeping and or game officiating experience a plus

Deadline to Apply: October 7, 2023

To Apply:

E-mail your resume with the subject line "Sports Assistant" to: oakwood.recreationcenter@lacity.org

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