

**City of Los Angeles**  
**Department of Recreation and Parks**  
El Sereno Recreation Center  
4721 Klamath St., Los Angeles, CA 90032  
(323) 225-3517

**3 RECREATION ASSISTANTS – SPORTS OFFICIAL and SCOREKEEPER**

**Job Description:** Under the general supervision of full-time staff, Recreation Assistant will officiate youth basketball, soccer, flag football and baseball games. Must be able to officiate youth ages 7 – 15. The applicant must be responsible, outgoing, enthusiastic, and dedicated.

**Available Hours:** 2-10 hours per week. (Some days may extend beyond hours listed)

- Hours will depend on league schedule
- Games are generally: Monday-Friday 5pm-10pm and Saturday & Sunday 9am-4pm

**Description of Duties & Qualifications:**

- Ability to officiate and score keep any league games as well as travel to other sites for games or practices
- Responsible for field prep, maintenance, and set-up of sports activities, including chalking of fields for soccer and baseball
- Knowledge in player evaluations/drafts and ability to conduct meetings for coaches, parents, and players
- Ability to schedule practices, games, picture days, and officials
- Establish and maintain professional relationship with the public, community groups, and staff
- Provide quality customer service and communicate professionally with community, parents, coaches, players, and staff
- Ability to troubleshoot and resolve conflict and concerns when they occur
- Strive to create a positive recreational experience for everyone involved in the activity

**Additional Qualifications:**

- Must be at least 18 years of age
- Must be able to work week days, week nights, and/ or weekends
- Bilingual – English and Spanish is preferred

**To Apply:** Send resume to:

Jose Maciel  
El Sereno Recreation Center  
4721 Klamath St., Los Angeles, CA 90032  
E-MAIL: [Jose.maciel@lacity.org](mailto:Jose.maciel@lacity.org)

**Last Day to Apply:** February 9, 2024

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)