

City of Los Angeles Department of Recreation and Parks
VAN NUYS SHERMAN OAKS RECREATION CENTER
14201 HUSTON STREET, SHERMAN OAKS, CA 91423 (818) 783-5121

RECREATION ASSISTANT
Soccer Staff (4)

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 coach's 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: Christina.Henry@lacity.org & Liseth.Orrego@lacity.org
Subject: Soccer position – Recreation Assistant

Last Day to Apply: February 27th, 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

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