

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**  
Volleyball Staff (4 positions)

**Available Hours**

Up 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.

**Description of Duties**

Duties include, but are not limited to

- Supervise teams, volunteer coaches, and parents.
- Communicate effectively with all participants, parents and volunteer coaches.
- Follow directions under the supervision of the director and coordinators.
- Adapt to change, and implement program policies and procedures.
- Distribute and provide 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 scorekeep games
- Recruit officials, volunteers, and participants.
- Prepare and breakdown the gym for practices and games by cleaning the gym floor, and setting up the equipment.
- Provide assistance during practices if needed.
- Assist with any additional duties as needed for the effectiveness of the program.
- Will need to ensure good sportsmanship is always being practiced.
- Ensure safety protocols are followed.

**Qualifications**

- Available the entire duration of the program.
- Minimum one year of coaching or teaching experience.
- Able to supervise and direct children and adults.
- Enthusiastic, responsible, reliable, professional.
- Able to inspire and motivate coaches and participants.
- Knowledgeable of the game rules and procedures.
- Able to move, carry equipment and to set up.
- Ability to speak and make presentations in front of a large group.
- Microsoft office knowledge and experience.

**To Apply**

Email resume to:                      Email: [Christina.Henry@lacity.org](mailto:Christina.Henry@lacity.org) & [Liseth.Orrego@lacity.org](mailto:Liseth.Orrego@lacity.org)  
Subject: Volleyball Staff – Recreation Assistant

Last Day to Apply: February 10<sup>th</sup>, 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/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf)