City of Los Angeles Department of Recreation and Parks BRANFORD RECREATION CENTER

13306 BRANFORD STREET, ARLETA, CA 91331 (818) 893-4923

RECREATION ASSISTANT

Volleyball Staff (3 Positions) Baseball Staff (3 Positions) Softball Staff (3 Positions) Basketball Staff (3 Positions)

Available Hours

0-15 hours a week (hours vary)

Schedule of Hours

- Exact schedule will vary on a weekly basis, based on program needs.
- Program days are between Monday through Friday 5:00 pm 9:00 pm and Saturday 8:00 am 5:00 pm.

Description of Duties

Duties include, but are not limited to:

- Teaching and coaching the fundamentals of sports to ages 3 to 15 boys and girls.
- Communicating effectively with all participants, parents, and volunteer coaches.
- Officiate and score keep games.
- Ensure safety and good sportsmanship are always being practiced.
- Provide good customer service, attend to patron concerns and resolve conflict.
- Supervising participants, volunteer coaches, and parents.
- Help maintain a workplace free of harassment, discrimination violence, threats, bullying, exclusion, drugs, and alcohol.
- Assist with evaluations, drafts, trainings, and coaches meetings.
- Organize team rosters, practices, and game schedules.
- Preparing the playing area and equipment for practices and games.
- Required to move and lift sports equipment (5 25 pounds).
- Assist with any additional duties as needed for the effectiveness of the program.

Qualifications

- High School Diploma or GED equivalent.
- Background in recreation and sports leagues.
- Experience coaching youth spots of all ages.
- Knowledge of rules and game day procedures.
- Committed to providing outstanding customer service and demonstrating strong interpersonal skills.
- Excellent organizational skills, ability to prioritize
- Able to work independently.
- Proficient with Microsoft Word, Excel, and PowerPoint.
- Strong verbal and written communication skills.
- Ability to move, carry sports equipment and supplies as needed for programming.
- Must be available the entire shift for the duration of the program.
- Enthusiastic, responsible, and reliable
- Ability to supervise adults and children.
- Must be able to speak and make presentations in front of large groups.
- First Aid / CPR certified preferred.

To Apply

Email resume to:

Email: <u>gabino.quiroz@lacity.org</u> Subject: Sports Staff – Recreation Assistant

Last Day to Apply: April 22nd, 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