

City of Los Angeles Department of Recreation and Parks
CHATSWORTH RECREATION CENTER
22460 Devonshire Street Chatsworth CA 91311 (818) 341-6595

RECREATION ASSISTANT

Knowledgeable in Volleyball

(Open to all qualified candidates)

Available Positions: 1

Job Description: Looking for responsible, energetic, creative and dedicated leader to instruct Volleyball Leagues and Clinics. A person who has a passion for sports and working with all age groups.

Available Hours: 5 hours per week.

Hours will vary daily/weekly depending on enrollment and programmed activities.

Required Availability: April 1, 2020 and on Special event days may require earlier/later hours and Saturday and/or weekday availability.

Description of Duties:

- Prior experience working with sports, volleyball, teenagers and youth of all ages.
- Must be responsible, energetic, enthusiastic, creative and resourceful. Must love working with and guiding youth.
- Advanced computer skills (Word, Excel, Publisher, Internet Usage, Social Media, etc.)
- Assisting the Directors in planning and implementing the parks programs, including all sports, and club activities. Must be capable of maintaining all assigned paperwork up to date and the overall smooth execution of all park activities.
- Have advanced knowledge of age appropriate activities and various sports in order to provide a well-rounded program.
- Help recruit members, promote Chatsworth Recreation Center and its mission position at all times, and maintain a great rapport with all participants, parents and staff.
- Must have a valid driver's license and must be van trained (van training can be provided). Must be able to drive Teens to all their scheduled trips and community service opportunities (typically 1 trip per week, sometimes more or less).
- Must set up and clean up before and after all shifts.
- Must communicate with participants, parents, staff and Directors in writing and via all pertinent bulletin boards on a weekly basis.
- Must address/solve program concerns efficiently and professionally, according to policy and procedure and the standards set by Directors.
- Must be capable working closely with the Directors, of taking direction, multi-tasking, and adapting to the ever changing scenarios.
- Must lead by example, maintain a positive, enthusiastic demeanor, and exemplify great customer service at all times.

To Apply: Send Resume to or Apply with:

Jasmine Dowlatshahi

E-mail: Jasmine.dowl@lacity.org

Phone: (818) 341-6595

Last day to Apply: March 1, 2020 or until filled.