

**City of Los Angeles Department of Recreation and Parks  
Hollywood Recreation Center**

1122 Cole Ave  
Los Angeles Ca 90038  
3234676847

**RECREATION ASSISTANT**

Positions available: 1

**Available Hours:**

Mondays, Wednesdays 5:30 pm to 7:30 pm & Saturdays 10:00 am to 1:00 pm

**Job Description:** Under the general supervision of Full-Time Staff, the Recreation Assistant will be responsible for and not limited to coaching, instruction, motivation and safety of all youth at games and practices in all sports.

**Duties and Qualifications:**

- Ability to move, carry and set-up sports equipment, and other supplies as needed.
- Excellent knowledge of sports such as basketball, volleyball, baseball , and soccer
- Previous coaching experience with children and youth is required
- Ability to walk, lift, carry and stand for long periods of time
- Enthusiastic, polite, strong customer service skills
- Responsible, reliable and professional
- Strong and hardworking, excellent work ethic
- Ability to enforce and support City policy, procedure, guidelines, rules and trainings
- Ability to multi-task, self-motivate and work independently
- Possess strong organizational skills
- Recreation and Parks van training preferred
- Computer skills highly desired

**To Apply:**

**Send Resume:**

Hollywood Recreation Center  
1122 Cole Ave  
Los Angeles Ca 90038  
(323) 467-6847  
Attn: Fredrik Matevossian

**Last Day to Apply: March 16<sup>th</sup> 2020**