RECREATION ASSISTANT (Sports)

Available Hours: Between 10-15 hours a week. Hours may vary depending on the needs of the program.

Job Description:

**DUTIES & RESPONSIBILITIES:**

- Prepare Sports Evaluations for Flag Football, Baseball and/or Basketball
- Prepare Drafts for Flag Football, Baseball and/or Basketball
- Instructs youth classes on a seasonal basis
- Able to Score-keep or Referee in Flag Football, Baseball and/or Baseball.
- Prepares games schedule and league rosters.

**QUALIFICATIONS:**

- Minimum of 2 years experience with teaching youth in sports.
- Excellent communication skills and can demonstrate these skills and being direct in dealing with others.
- Must have computer skills which include Microsoft Office (Word, Excel, etc).
- At least 2-3 years experience in sports planning and instruction
- Candidates must have proven job stability through traceable work history.

**PERFERED PHYSICAL REQUIREMENTS:**

- Ability to lift, push, pull, carry a minimum of 10 lbs.
- Ability to stand, walk, stoop, kneel, crouch, reach for an extended period of time.
- Ability to bend at waist and perform repetitive foot and hand action.
- Good hand/eye/foot coordination required
- Able to demonstrate Sports ability

**Experience and Education:**

- Experience in conducting sports clinics, sports programs, etc.

**Apply By Date:** January 27, 2020 or until filled.

**To Apply:** E-mail your resume with the subject line “SPORTS ASSISTANT” to: Keith Rice
Oakwood Recreation Center
767 California Avenue
Los Angeles, CA 90043
Keith.rice@lacity.org