

City of Los Angeles Department of Recreation and Parks

Oakwood Recreation Center

767 California Avenue

310-452-7479 office

Keith.rice@lacity.org

RECREATION ASSISTANT (Sports)

Positions Available: 2

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

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Los Angeles, CA 90043

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