

**WOODLAND HILLS RECREATION CENTER**

5858 Shoup Avenue, Woodland Hills 91367 • (818) 883-9370 •  
woodlandhills.recreationcenter@lacity.org

**RECREATION ASSISTANT**

**Available Hours**

4 – 20 hours per week, hours will vary

Monday-Friday, 3:30 p.m. – 9:30 p.m.; Saturday 7:00 a.m. – 4:00 p.m.

**Job Description / Duties**

- Demonstrating effective leadership and officiating/instruction knowledge in two areas: basketball, volleyball, soccer, baseball, track & field.
- Planning, implementing, leading and supervising sports activities
- Working directly with the Recreation Coordinator and Director
- Ensure all COVID-19 safety protocols are followed
- Attend all planned program trainings and meetings
- Communicate effectively with players, patrons, volunteers and staff both orally and in writing
- Provide a safe and positive experience at all times while supervising players and patrons

**Qualifications**

- Must have a strong sports background.
- Must have a minimum of two years of officiating experience or instructing basketball, soccer, volleyball, baseball.
- Must have knowledge of rules in the following sports: basketball, soccer, volleyball, baseball
- Must be able to work class and clinic dates (dates and times to be determined)
- Must have the ability to work effectively and positively with players and parents
- Must be punctual, dependable and participate effectively with staff

**To Apply**

Send resume to: [lee.marks@lacity.org](mailto:lee.marks@lacity.org) **and** [kenendy.kimbell@lacity.org](mailto:kenendy.kimbell@lacity.org)

Last Day to Apply: August 2, 2021