CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
Montecito Heights Recreation Center
4545 Homer Street Los Angeles, CA 90031
Ph. (213) 485-5148

RECREATION ASSISTANT
(4 positions)

Available Hours: Up to 20 hours/week
Various weekdays and Saturdays
Hours will vary depending on the needs of the facility and program.

Description of Duties:
- Coordinate large youth sports programs: baseball and softball, volleyball, basketball, soccer and other various sports
- Creating game schedules, flyers, spreadsheets, and inputting team rosters
- Answering phones, collecting payments and other office assignments
- Teach and lead sports classes/clinics as well as officiate games, scorekeeping and operating a scoreboard
- Able to work independently and effectively respond to difficult situations diplomatically
- Maintain effective relationships with staff, patrons and participants

Qualifications:
- Leadership and supervisory skills
- Be organized and be able to interact with the public in a positive and professional manner while providing excellent customer service at all times experience in creating flyers and creating and maintaining spreadsheets
- Reliable and have good time management

To Apply:
Please contact: Adrian Morales, Recreation Facility Director
213-485-5148
E-mail adrian.morales@lacity.org

Last Day to Apply: August 18, 2021