City of Los Angeles Department of Recreation and Parks
BRANFORD RECREATION CENTER
13306 BRANFORD STREET, ARLETA, CA 91331 (818) 893-4923

RECREATION ASSISTANT
Volleyball Staff

Available Hours
Up to 20 hours a week

Hours
- Monday - Friday, 4:00 pm - 9:00 pm.
- Saturdays, 7:00 am - 5:00 pm.
- Seasonal.
- Exact schedule will vary weekly based on program needs.

Description of Duties
Duties include, but are not limited to
- Supervise and communicate effectively with teams, volunteer coaches, and parents.
- Distribute updated information to all participants in the program.
- Conduct coaches meetings, player’s evaluations, and drafts.
- Organize team rosters, practices, game schedules and equipment.
- Coach multiple teams and step in when a coach is not able to attend.
- Officiate and scorekeep games.
- Recruit officials, volunteers, and participants.
- Prepare the gym for practices and games by cleaning the gym floor and setting up the equipment.
- Provide assistance during practices as needed.
- Assist with any additional duties as needed for the effectiveness of the program.
- Ensure good sportsmanship is always being practiced.
- Ensure safety protocols are followed.

Qualifications
- Qualities such as enthusiastic, responsible, reliable, professional, good judgment, and ability to inspire and motivate coaches and participants is preferred.
- Willingness to follow directions under the supervision of the director and coordinators, adapt to change, and implement program policies and procedures.
- Experience playing and teaching volleyball with participants ages 8 – 15.
- Knowledgeable of the game rules and game day procedures.
- Ability to move, carry equipment, and set up the gym.
- Ability to speak and make presentations in front of a large group.

To Apply
Email resume to: Gabino.Quiroz@Lacity.org
Subject: Volleyball Staff – Recreation Assistant

Last Day to Apply: September 3, 2021