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

RECREATION ASSISTANT
Baseball & Softball 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 teams, volunteer coaches, and parents.
- Communicate effectively with all participants, parents and volunteer coaches.
- Distribute and provide updated information to all participants in the program.
- Conduct coaches meetings, player’s evaluations and drafts.
- Organize team rosters, practice, game schedules and equipment.
- Coach/teach multiple teams and step in when a coach is not able to attend.
- Umpire and scorekeep games.
- Recruit umpires, volunteers and participants.
- Prepare fields for practices and games.
- Provide assistance during practices if needed.
- Assist with any additional duties as needed for the effectiveness of the program.
- Work under extreme weather conditions.
- Ensure good sportsmanship is always being practiced.
- Ensure safety protocols are followed.

Qualifications
- Enthusiastic, responsible, reliable, professional, uses good judgment and is able to inspire and motivate coaches and participants.
- 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 baseball or softball with participants ages 3 - 15.
- Knowledgeable of the game rules and game day procedures.
- Able to move, carry equipment and set up fields.
- Ability to speak and make presentations in front of a large group.

To Apply
Email resume to: Email: gabino.quiroz@lacity.org
Subject: Baseball & Softball Staff - Recreation Assistant

Last Day to Apply: September 3, 2021