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

RECREATION ASSISTANT  
Soccer 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 multiple teams and step in when a coach is not able to attend.  
- Officiate and scorekeep games.  
- Recruit officials, 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 soccer boys or girls 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: Soccer Staff – Recreation Assistant

Last Day to Apply:  
September 3, 2021