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: November 29 - March 5, 2022.
- 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 the gym for practices and games by cleaning the gym floor and setting up equipment.
- Assist with any additional duties as needed for the effectiveness of the program.
- Ensure safety protocols are followed.

Qualifications
- Availability the entire duration of the program preferred.
- Enthusiastic, responsible, reliable, professional, good judgment and the ability 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 basketball boys or girls ages 5 - 15
- Knowledgeable of the game rules and game day procedures.
- Able 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: Basketball Staff – Recreation Assistant

Last Day to Apply: September 3, 2021