

City of Los Angeles Department of Recreation and Parks

SEPULVEDA RECREATION CENTER

8825 KESTER AVENUE
PANORAMA CITY, CA 91402
818-893-3700

RECREATION ASSISTANT

To assist with sports leagues & clinics, CLASS Parks Teen Club,
Senior Citizen Center, office coverage and RecTrac registration.
(6 positions)

Available Hours Up to 20 hours a week

Hours Monday through Friday, 8:30 a.m. – 10:00 p.m.
Saturdays 8:30 a.m. – 5:00 p.m.

Description of Duties

Duties include, but are not limited to:

- answering the phone and activity registration on RecTrac;
- planning and organizing sports evaluations and drafts;
- coaching youth girls and boys sports teams;
- recruiting youths to participate in sports, classes and Teen Club activities;
- planning and conducting senior citizen center activities;
- setting up & taking down of equipment for recreation center activities;
- supervising classes and center special events;

Qualifications

- Knowledgeable in softball, baseball, volleyball, basketball & soccer.
- Experience in coaching youths ages 5-12.
- Ability to supervise children engaged in a practice or game setting
- Ability to communicate with coaches, players & parents.
- Familiar with AED equipment preferred
- Bilingual (English/Spanish) preferred

To Apply

Email resume to: Ricardo.Davis@lacity.org
Subject: Recreation Assistant Position

Last Day to Apply: October 25, 2021

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