

City of Los Angeles Department of Recreation and Parks  
**Sunland Recreation Center**  
8651 Foothill Blvd., Sunland, Ca 91040  
Ph. (818) 352-5282

## **RECREATION ASSISTANT - SPORTS**

### **Hours Available**

Up to 10 hours per week depending on budgetary and operational needs. Availability weeknights 3:30-8PM and Saturdays 8AM-3PM preferred.

### **Job Description**

Seeking a candidate proficient in coaching classes, clinics, and leagues for one or more sports including Basketball, Soccer, Flag Football, Volleyball, T-Ball/Baseball/Softball, Gymnastics, and/or Cheerleading.

### **Duties:**

- Prepare sequential, age-appropriate lesson plans for classes and clinics for athletes ages 3-15
- Coach competitive teams and leagues utilizing positive methods and techniques
- Ability to provide technical training, support, feedback, and safety guidance as appropriate to the sport and athlete.
- Implement lesson plans and coaching strategies, adjusted as necessary for players needs
- Assist with sport league evaluations and drafts
- Assist in scheduling, planning, and facilitating of park practices and games as well as multi-park leagues or meets
- Preparation of facility for practice, games, and meets including equipment setup and teardown
- Score keep, officiate, or judge as needed and delegated
- Conduct on-going evaluations of game officials during games: mechanics, knowledge, control of game
- Custodial care of equipment and supplies associated with the sports program
- Ability to interact professionally with parents and participants.
- Any additional responsibilities assigned by the Park Director or the Recreation Coordinator

### **Qualifications:**

- Preferred experience in leagues or meets for one or more of the following: Basketball, Soccer, Flag Football, Volleyball, T-Ball/Baseball/Softball, Gymnastics, or Cheerleading
- Working knowledge of rules, strategy, field/court dimensions, and safety preferred
- Ability to follow city policy and procedure in maintaining accurate registration and payment records of all participants

### **To Apply**

Send resume to: Nichole Royer  
Senior Recreation Director  
Ph. (818) 352-5282  
Nichole.Royer@LACity.org

Last day to apply: December 31, 2021