

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

RECREATION ASSISTANT
Softball Staff

Available Hours

Up to 20 hours a week

Hours

- Monday – Friday, 3:30 pm - 9:00 pm.
- Saturdays, 7:00 am - 5:00 pm.
- Seasonal: March 1 – July 30, 2022.
- Exact schedule will vary weekly based on program needs.

Description of Duties

Duties include, but are not limited to

- Supervising teams, volunteer coaches, and parents.
- Communicating effectively with all participants, parents and volunteer coaches.
- Distributing and providing 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 and breakdown fields for practices and games.
- Providing assistance during practices if needed.
- Assist with any additional duties as needed for the effectiveness of the program.
- Work under extreme weather conditions.
- Will need to ensure good sportsmanship is always being practiced.
- Ensure safety protocols are followed.

Qualifications

- Applicants available the entire duration of the program preferred.
- Enthusiastic, responsible, reliable, professional, uses good judgment and is able to inspire and motivate coaches and participants.
- Will need to follow directions under the supervision of the director and coordinators, adapt to change, and implement program policies and procedures.
- Experience playing and teaching softball ages 3 - 15.
- Knowledgeable of the game rules and game day procedures.
- Ability to supervise adults and children enrolled in the program.
- Able to move, carry equipment and set up fields.
- Able to speak and make presentations in front of a large group.

To Apply

Email resume to:

Email: gabino.guiroz@lacity.org

Subject: Softball - Recreation Assistant

Last Day to Apply:

March 11, 2022

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