

City Of Los Angeles • Department of Recreation & Parks  
**Mt Carmel Recreation Center**

**RECREATION ASSISTANT**  
Sports Program

**Available Hours:** Preferred availability to work (Up to 20 hrs) Monday- Saturday  
Monday – Friday (available hours after 5pm)  
Saturday – Hours could vary as early as 8:30am - 5:30pm

**Description of Duties:**

- Assist full-time recreation staff by monitoring patrons participating in recreational and sports related activities and programs at the recreation center
- Lead recreational and sports activities or participates in other work involving the application of specialized knowledge and skills
- Conducts the effective delivery of recreation program on a part-time or half time basis, at times without immediate supervision
- Assists full-time recreation staff in the delivery of services or programs and special events
- Supports the Director –in-Charge in the daily operations of the recreation center activities, organizes games and sports such as football, basketball soccer, volleyball; teaches and instructs regarding the rules for more common games
- Assists with organizing, scheduling and conducting leagues and clinics in a variety of athletic activities; referees and umpires league games such as basketball, soccer, baseball/softball and football
- Interprets game rules
- Interacts with the public
- Maintains discipline/code of conducts in indoor and outdoor game areas
- Complete report
- Renders first-aid in cases of minor injury, if trained; and related work assigned by the full-time staff of the recreation facility
- Be able to lift 10-25lbs and set up and take down sports equipment
- Abide by all Covid19 protocols and mandates issued by the Department
- Ability to coach multiple teams in different age division
- Ability to properly engage parents and discuss child's progress
- Able to demonstrate conflict resolution strategies

**Preferred Requirements:**

- 3 to 5 years' experience in sports programming
- Ability to referee and umpire, experience with creating game schedules, running drafts and computer literate
- 18 years or older, bi-lingual is preferred
- Valid California driver's license
- Experience conducting youth leagues

**Qualifications:**

- Applicants who express the desire to work in a public recreation environment preferred
- Possess the ability to: multi-task interacts with public, handle computer registration, perform duties with minimum instruction, and work with minimum general supervision
- Phone and computer skills (Windows & Excel) preferred
- Able to work week nights and weekends as needed

**To Apply:**

Send resume to:

Daniel Nuñez

[Daniel.Nunez@lacity.org](mailto:Daniel.Nunez@lacity.org)

**SUBJECT: RA SPORTS PROGRAM**

**Last Day to Apply:**

**March 11, 2022**