

City of Los Angeles Department of Recreation and Parks
Mason Recreation Center
10500 Mason Avenue, Chatsworth, CA 91311
(818)998-6377
mason.recreationcenter@lacity.org

Recreation Assistant

Sport Clinics and Leagues

(5 positions available)

Available Hours: Year – Round (Monday – Saturday)
Monday – Friday 3:00pm – 7:30pm (clinics)
Monday – Friday 4:30pm- 9:30pm (leagues)
Saturdays/Sundays 8:00am – 8:00pm (leagues)
(Hours vary depending on availability and program needs)

Job Description: Assist in all areas of the sports programs at Mason RC. Will be responsible for leading clinics/classes, developing clinic lesson plans, coaching sports teams, preparing fields/courts, scorekeeping and other operational needs of sport programs.
Sport skill ability in one or more of the following sports preferred: Volleyball, basketball, t-ball/coach pitch/baseball, soccer and flag football.

Duties Performed:

- Lead sport clinics to children ages 3-14 years old.
- Prepare age-appropriate lesson plans for various skill levels.
- Print/maintain rosters from RecTrac.
- Set up/clean up sport program areas
- Interact with patrons, participant and parents in a professional manner.
- Assist in preparation of league evaluations, drafts and scheduling documents.
- Assist with maintaining inventory lists of all supplies and equipment.
- Assist in organization, implementation, and supervision of youth sport programs, as directed by the coordinator and director in charge.
- Assist with covid-19 screening protocols prior to each class/clinic or games.

Qualifications:

- Experience in the sports listed above.
- Ability to work with children ages 3-16.
- Ability to communicate clearly and concisely, orally and in writing, with children and adults
- Exercise good judgement, courtesy and tact with staff and the public.
- Ability to follow city policy and procedures

To apply:

Send resume to: mason.recreationcenter@lacity.org
Attn: Charles Garcia & Mason Cota

Due Date: March 29, 2022

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