

**ALGIN SUTTON RECREATION CENTER**

8800 South Hoover Street, Los Angeles, CA 90044

(323) 753-5808

**RECREATION ASSISTANT: Sports Clinic Recreation Assistant /Sports Instructor**

**AVAILABLE HOURS:** Mid-week afterschool ranging from 3pm-7pm and/or weekends ranging from 9am - 4pm. Hours will vary depending on availability of space from center programming.

**JOB DESCRIPTION:** Lead and develop Youth Sports clinics and classes during the week for children ranging from 5-14 years old. Clinic will consist of Early Learning, Beginner, Intermediate, and Advanced classes. Sports may vary between Tennis, Volleyball, Soccer, Flag Football, Baseball, Softball, Basketball, Gaga Ball, Field Hockey, etc. Must develop lesson plans and run clinics seasonally.

**DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Teach various sports to various youth ages
- Prepare lesson plans
- Help patrons on RecTrac and taking registration
- Set up/Take Down supplies for clinics
- Have clear communication with patrons and staff at the facility
- Be prompt

**QUALIFICATIONS:**

- Utilizes quality customer service skills and techniques and effective communication skills (orally and in writing).
- Establishes and maintains effective working relationships with the public, staff and other agencies.
- Exercise good judgment, courtesy, and tact with staff and public
- Experience teaching youths
- Be on time and ready to work
- Experience with and knowledge of sports
- Must be able to show proof of Vaccination status

**PHYSICAL REQUIREMENTS:**

- This position requires the ability to set up and take down program/activity equipment and other related materials
- Plan Sports Leagues, Sports Classes, and Sports Clinics
- Active participation in all aspects of the program may include the ability to stand, walk, stoop, kneel, crouch, and/or reach for extended periods of time.
- Ability to lift, push, pull, carry a minimum of 25 lbs

**Email your resume with the subject line RESUME Sports Clinic/Instructor Recreation Assistant to:**  
sheka.stocker@lacity.org

**Due Date:** April 28, 2022