

City of Los Angeles Department of Recreation and Parks

**Oakwood Recreation Center**

767 California Ave., Venice CA 90291

310-452-7479 office

[oakwood.recreationcenter@lacity.org](mailto:oakwood.recreationcenter@lacity.org)

**Sports Clinic Recreation Assistant**

Positions Available:

2

**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 ages 3-14. Clinics will consist of Early Learning, Beginner, Intermediate, and Advanced classes. Sports may vary between Volleyball, Soccer, Flag Football, Baseball/ Softball, Basketball etc. Develop lesson plans and run clinics seasonally.

**Duties Performed:**

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

**Qualifications:**

- Exercise good judgment, courtesy, and tact with staff and public
- Experience with and knowledge of sports
- Experience teaching youth
- Communicate clearly and concisely, orally and in writing
- Establish and maintain effective working relationships with parents, the public, staff, and other agencies
- Be on time and ready to work

**Experience and Education:**

- Sports
- Clinics
- Classes

**Due Date:** May 4, 2022

**To Apply:** Email resume to: [\*\*keith.rice@lacity.org\*\*](mailto:keith.rice@lacity.org)