

**CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS**  
**RESEDA RECREATION CENTER**  
18411 Victory Blvd. Reseda, CA 91335  
818-881-3882

# **RECREATION ASSISTANT**

**NUMBER OF POSITIONS AVAILABLE**

9

**MONDAY- SATURDAY HOURS AVAILABLE**

9:00AM-7:30PM

**WEEKLY AVAILABLE HOURS**

0 TO 20+ HOURS PER WEEK (Varies and as needed)

**Description of Duties:** Seeking qualified staff to lead and facilitate youth sports/ recreational clinics, leagues, and classes during the week for children ages 3-15. Clinics will vary from beginner, intermediate, and advance levels. Classes will vary from art, dance, music, etc. Sports will vary from Volleyball, Soccer, Flag Football, Baseball/Softball, Basketball, Exercise, etc. Must develop instructional plans that are age appropriate, development of skills, and promote sportsmanship/teamwork.

**Duties Performed:**

- Teach various sports to different age groups.
- Teach various art/dance/ music/exercise to different age groups.
- Prepare instructional plans.
- Set up/ break down supplies for clinics, class, special events, and/or league.
- Umpire/ referee games as needed.

**Qualifications:**

- Have clear communication with patrons and staff at the facility.
- Have great time management and reliability.
- Be professional and have great work ethic.
- Exercise good judgement, courtesy, and tact with staff and public.
- Communicate clearly and concisely, orally and written.
- Establish and maintain effective working relationships with parents/guardians, public, staff, and other agencies.
- Be on time and ready to work.

**Experience and education:**

- Experience with and knowledge of sports.
- Experience with and knowledge of art, dance, and/or music.
- Experience teaching youth.

**TO APPLY, PLEASE CONTACT AND ATTACH RESUME TO**

C/O Monica Resendez at [reseda.recreationcenter@lacity.org](mailto:reseda.recreationcenter@lacity.org)

Email subject line: Reseda Park Bulletin-Hiring.

**LAST DAY TO APPLY**

May 5, 2022

(For Spring Season)