

City of Los Angeles Department of Recreation and Parks
BALBOA SPORTS CENTER
17015 Burbank Blvd. Encino, CA 91316
818-756-9642
Balboa.SportsCenter@lacity.org

RECREATION ASSISTANT: SPORTS CLINICS and LEAGUES

Available Hours:

Year- Round hours will vary. Preferred availability: 3:00p-5:30p Monday-Thursday for Clinics, 5:30p-9:30p Monday-Thursday for Sport Leagues, and 8:00a-6:00p Saturdays. Up to 10 hours a week to start.

Positions Available:

Five (5) positions available.

Job Description:

Seeking a candidate proficient in teaching sport clinics, coaching, score-keeping in Sport Leagues. Sport skill ability in one or more of the following sports: Basketball, Soccer, Flag Football, T-Ball, Baseball, and Volleyball. Candidates should be able to teach clinics to children 3-13 yrs. old. Other duties include assistance in organization, implementation, and supervision of the Youth Sports Program, as directed by the Sports Coordinator and the Director.

Qualifications:

- Experience in sport leagues and Sport skill ability in one or more of the following sports: Basketball, Soccer, Flag Football, T-Ball, Volleyball.
- Working knowledge of rules, strategy, field/court dimensions and coaching.
- Scorekeeping and/or Game Officiating Abilities.
- Must be able to follow city policy and procedure in maintaining accurate registration and payment records of all participants.

Duties:

- Teach sport clinics.
- Prepare sequential, age-appropriate lessons plans for clinics and implement lesson plans in clinics.
- Assist in Preparing evaluations and drafts for age divisions.
- Assist with sport league evaluations.
- Assist in scheduling of games and practices.
- Score keep and or Officiate as needed and delegated.
- On-going evaluation of game officials during games : mechanics, knowledge, control of game.
- Preparation of Fields / Courts for games.
- Assist in uniform distribution.
- Custodial care of equipment and supplies associated with sports programs.
- Interact professionally with parents and participants.
- Any Responsibilities assigned by the Park Director or the Recreation Coordinator

To Apply:

Send resumes to Balboa.SportsCenter@lacity.org
Kristen.Demmerle@lacity.org
Kathrynn.Penny@lacity.org

Last Day to Apply: July 8, 2022