

City of Los Angeles Department of Recreation and Parks

Downey Recreation Center

323-225-7100

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

**RECREATION ASSISTANT  
SPORTS CLINICS and LEAGUES  
(6 positions)**

**Available Hours:** Year- Round, hours vary  
Monday – Friday 3:30pm-9:00pm,  
Saturdays 8:00am-4:00pm  
Up to 0-20 hours per week

**Job Description:**

Seeking a candidate proficient in teaching sport clinics, coaching, and score-keeping in Sport Leagues. Must have sport skill ability in one or more of the following sports: Basketball, Soccer, Flag Football, T-Ball/Baseball and Volleyball.

**Qualifications:**

- Must have experience in sport leagues and Sport skill ability in one or more of the following sports: Basketball, Soccer, Flag Football, Baseball, and Volleyball.
- Must have 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 to children 3-15 yrs. old
- Prepare sequential, age-appropriate lessons plans for clinics and implement lesson plans in clinics
- Assist in Preparing evaluations and drafts for age divisions, sport league evaluations, scheduling of games and practices, score keep and or officiate as needed and delegated
- Preparation of Fields / Courts for games.
- Assist in uniform distribution
- Custodial care of equipment and supplies associated with sports program
- Interact professionally with parents and participants
- Assistance in organization, implementation and supervision of the Youth Sports Program, as directed by the Coordinator and the Director
- Any Responsibilities assigned by the Park Director or the Recreation Coordinator

**To Apply:**

Send resumes to:

[eduardo.torres@lacity.org](mailto:eduardo.torres@lacity.org)

1739 Albion St

Los Angeles, CA 90031

**Last Day to Apply:**

**September 16, 2022**