

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS

Evergreen Recreation Center

Evergreen.recreationcenter@lacity.org

(323) 262-0397

Recreation Assistant – Sports Clinics and Leagues

Available Hours: Year- Round hours will vary
4-7:30pm Monday –Friday for Clinics
Monday – Friday 5:30p-9:30 for Sport Leagues
Saturdays 8:00am-5:00pm
0-10 hours a week to start

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, Baseball, Volleyball, Field Hockey, Track & Field.

Responsibilities:

- 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
- 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 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

Qualifications:

- Must have experience in sport leagues and Sport skill ability in one or more of the following sports: Basketball, Soccer, Baseball, Volleyball, Field Hockey, and Track & Field.
- 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.
- Must be able to follow directions, be on time, and reliable.
- Must be CPR & First Aid certified by the first day of camp.
- Must be fully vaccinated.

To Apply:

Send resumes to: Leticia.Lopez@lacity.org
2844 E. 2nd St
Los Angeles, CA 90033

Last Day to Apply: January 28, 2023