

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS  
**BELLEVUE RECREATION CENTER**  
826 LUCILE AVE  
LOS ANGELES, CALIFORNIA 90026  
PHONE: (323) 664-2468

**RECREATION ASSISTANT**

NUMBER OF POSITIONS AVAILABLE  
3

**HOURS AVAILABLE**

Hours Varies  
Monday- Saturday 8:00AM – 9:00PM  
*(Depending on clinics and game schedules)*

**WEEKLY AVAILABLE HOURS**

0-20 HOURS PER WEEK

**Description of Duties:** Must have knowledge and experience playing organized basketball, volleyball, soccer, softball, baseball, and flag football. Duties may include but are not limited to organizing individual or group sports activities, run evaluations and drafts to form league teams. Set up and tear down equipment and prep fields. Conduct instructional clinics and ability to coach, officiate or score keep. Travel to different sites. Communicate effectively with players, patrons, volunteers and staff. Provide a safe and positive environment.

**Qualifications:**

- Must be at least 18 years of age.
- Knowledgeable in the game of basketball, volleyball, soccer, softball, baseball, and flag football.
- Must be able to step in as a coach or officiate games.
- Experience working with children.
- Capable of taking supervisory directions from multiple program staff.
- Ability to communicate effectively with parents, players, staff and the community.
- Ability to lift and carry up to 50 pounds of equipment, such as soccer goals, carry tables and chairs, etc.
- Bilingual in Spanish is a plus.

**TO APPLY, PLEASE E-MAIL OR FAX RESUME TO:**

Jimmy MacWilliams Facility Director  
Bellevue Recreation Center  
Phone# (323) 664-2468  
E-mail: [jimmy.macwilliams@lacity.org](mailto:jimmy.macwilliams@lacity.org)

**LAST DAY TO APPLY: February 10, 2023**