

## HARBOR CITY RECREATION CENTER

24901 FRAMPTON AVENUE, HARBOR CITY, CA 90710

P: (310) 548-7729 | E: HARBORCITY@LACITY.ORG

### RECREATION ASSISTANT –(3)

**Salary:** \$19.59 Per Hour

*(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)*

#### HOURS AVAILABLE

- 0-30 hours a week based on operational needs.
- Hours vary: Weekdays 4:00 pm-9:00 pm. Saturdays 9:00 AM-6:00 PM.

#### Description of Duties:

Under the supervision of the full-time staff, The Recreation assistant will assist full-time staff with sport classes and sport leagues. Duties may include teaching, coaching, scorekeeping officiating and setup and clean up of activities. The Recreation Assistant will provide customer service such as effectively communicating with patrons, answering questions, and assisting them with registration. Light office work such as filing, answering phones, taking registrations and payments may be assigned.

#### Qualifications:

- Must possess an enthusiasm for recreation and a working knowledge of sports including basketball, soccer, volleyball, baseball and softball.
- Ability to move, carry and set up required equipment and other supplies as needed.
- Must be able to maintain a punctual and consistent work schedule.
- Present and maintain a professional appearance and positive attitude.
- Ability to follow verbal and written instruction, self-motivate, multi-task and be able to work as a part of a team and independently with minimal supervision.
- Ability to enforce and support City policy, procedure, guidelines, rules, and training.
- Experience in organized sports preferred.

**To Apply:**      **Email Resume:** Dolphin Tillman

**Dolphin.tillman@lacity.org**

**Last Day to Apply:**      **June 9, 2023**

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)