



City of Los Angeles Department of Recreation and Parks

**Peck Park Community Center**

560 N. Western Ave., San Pedro, CA 90732

310.548.7580

Peckpark.recreationcenter@lacity.org



**RECREATION ASSISTANT  
SPORTS (5 positions available)**

**Hours Available**

Up to 20 hours per week depending on budgetary and operational needs.  
Availability weeknights 3:30 p.m.-8:00 p.m. and Saturdays 8:00 a.m.-5:00 p.m.  
preferred.

**Job Description**

Seeking candidates proficient in coaching classes, clinics, and leagues for one or more of the following sports including Basketball, Soccer, Flag Football, Volleyball, T-Ball/Baseball/Softball, Gymnastics, and/or Cheerleading.

**Duties:**

- Prepare sequential, age-appropriate lesson plans for classes and clinics for athletes' ages 5-15 years old
- Coach competitive teams and leagues utilizing positive methods and techniques
- Ability to provide technical training, support, feedback, and safety guidance as appropriate to the sport and athlete.
- Implement lesson plans and coaching strategies, adjusted as necessary for players needs
- Assist with sport league evaluations and drafts
- Assist in scheduling, planning, and facilitating of park practices and games as well as multi park leagues or meets
- Preparation of facility for practice, games, and meets including equipment setup and teardown
- Score keep, officiate, or judge as needed and delegated
- Conduct on-going evaluations of game officials during games: mechanics, knowledge, control of game
- Custodial care of equipment and supplies associated with the sports program
- Ability to interact professionally with parents and participants
- Any additional responsibilities assigned by the Park Director or the Recreation Coordinator such as contacting patrons, sending important reminders, collecting payments, office coverage, submitting documents, distributing supplies and marketing sports programs.

**Qualifications:**

- Preferred experience in leagues or meets for one or more of the following: Basketball, Soccer, Flag Football, Volleyball, T-Ball/Baseball/Softball, Gymnastics, or Cheerleading
- Working knowledge of rules, strategy, field/court dimensions, and safety
- Ability to follow city policy and procedure in maintaining accurate registration and payment records of all participants

**To Apply**

Send resume to: [peckpark.recreationcenter@lacity.org](mailto:peckpark.recreationcenter@lacity.org)

Attn: Yessica Famoso

**Last Day to Apply: June 24, 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)

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