

City of Los Angeles Department of Recreation and Parks
SEPULVEDA RECREATION CENTER
8825 KESTER AVENUE
PANORAMA CITY, CA 91402
818-893-3700

RECREATION ASSISTANT

To assist with sports leagues & clinics, CLASS Parks Teen Club, Senior Citizen Center, office coverage and RecTrac registration.
(6 positions)

Available Hours

Monday through Friday, 8:00 a.m. – 10:00 p.m.
Saturdays 8:30 a.m. – 5:00 p.m.
0-20 hours a week.
Exact schedule will vary weekly based on program needs.

Description of Duties

Duties include, but are not limited to:

- answering the phone and activity registration on RecTrac;
- planning and organizing sports evaluations and drafts;
- coaching youth girls and boys sports teams;
- recruiting youths to participate in sports, classes and Teen Club activities;
- planning and conducting senior citizen center activities;
- setting up & taking down of equipment for recreation center activities;
- supervising classes and center special events;

Qualifications

- Knowledgeable in softball, baseball, volleyball, basketball & soccer.
- Experience in coaching youths ages 5-12 preferred.
- Ability to supervise children engaged in a practice or game setting
- Ability to communicate with coaches, players & parents.
- Must be able to attend training meetings
- Must be familiar with AED equipment
- Bilingual (English/Spanish) highly desirable

To Apply

Email resume to: Ricardo.Davis@lacity.org
Subject: Recreation Assistant Position

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/online/docs/2021/21-0921_ord_187134_8-24-21.pdf