

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
LINCOLN PARK RECREATION CENTER
3501 Valley Blvd. Los Angeles, CA 90031
Phone: (213) 847-1726

RECREATION ASSISTANT - SPORTS PROGRAM

AVAILABLE HOURS: Year-Round, hours vary up to 20 per week.
Hours available M-F 4:30pm - 9:00pm and Saturdays 8:00am -4:00pm.

JOB DESCRIPTION: Seeking candidates proficient in organizing and conducting sports clinics and leagues for two or more sports: basketball, baseball, flag football, volleyball, softball, tennis, gymnastics, cheer and soccer.
Perform all the necessary duties for the youth sports.

DUTIES:

- Organize age appropriate drills for seasonal sports and clinics.
- Properly prepare sports fields, gymnasium for games, clinics and practices.
- Evaluate participant skill levels for seasonal sports.
- Maintain class roster and sign in sheets.
- Interact professionally with parents and participants.
- Set-up/ break down equipment and store equipment properly.
- Be knowledgeable of the facilities class and sports information.
- Set up and organize for sports events and banquets.
- Advertise, promote and distribute all facility programs.
- Communicate effectively with parents staff regarding practices and game Schedules.
- Willing to officiate and score keep.

QUALIFICATIONS:

- Able to conduct self in a professional manner at all times. Be responsible, energetic and able to take, give and. follow directions.
- Exemplify good character and sportsmanship at all times.
Individuals with experiences participating in collegiate sports and/or running clinics, practices and leagues for youth ages 5-15 years old are encouraged to apply.
- Minimum of 2 years of coaching experience, including the ability to develop and teach sports fundamentals preferred.
- Capability of organizing and conducting sports clinics for ages 5-18 years old for girls and coed leagues preferred.
- Must follow all Recreation and Parks Department policies and procedures.
- Possess the ability to self-direct as well as work as part of a team.

TO APPLY: Send Resume to louise.merritt@lacity.org

DEADLINE TO APPLY: July 21, 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

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