

## **RECREATION ASSISTANT**

### **Sports Program**

**Available Hours:** Must be able to work (10-20hrs) Monday- Saturday  
Monday – Friday (available hours after 5pm)  
Saturday – Hours could vary as early as 8:30am - 5:30pm

**Description of Duties:**

- Assist full-time recreation staff by monitoring patrons participating in recreational and sports related activities and programs at the recreation center
- Lead recreational and sports activities or participates in other work involving the application of specialized knowledge and skills
- Conducts the effective delivery of recreation program on a part-time or half time basis, at times without immediate supervision
- Supports the Director-in-Charge in the daily operations of the recreation center activities, organizes games and sports such as football, basketball soccer, and volleyball; teaches and instructs regarding the rules for more common games
- Assists with organizing, scheduling and conducting leagues and clinics in a variety of athletic activities; referees and umpires league games such as basketball, soccer, baseball/softball and football
- Interprets game rules
- Interacts with the public
- Maintains discipline/code of conduct in indoor and outdoor game areas
- Complete reports
- Renders first-aid in cases of minor injury, if trained
- Ability to lift 10-25lbs and set up and take down sports equipment
- Ability to coach multiple teams in different age division
- Ability to properly engage parents and discuss child progress
- Able to demonstrate conflict resolution strategies

**Preferred Requirements:**

- 3 to 5 years' experience in sports programming
- Ability to referee and umpire, experience with creating game schedules, running drafts and computer literate
- Must be 18 years or older, bi-lingual is preferred
- Valid California driver's license
- Experience conducting youth leagues

**Qualifications:**

- Applicants must express the desire to work in a public recreation environment
- Possess the ability to: multi-task interacts with public, handle computer registration, perform duties with minimum instruction, and work with minimum general supervision
- Phone and computer skills (Windows & Excel) preferred
- Able to work week nights and weekends as needed

**To Apply:**

Send resume to:

Daniel Nuñez

[Daniel.Nunez@lacity.org](mailto:Daniel.Nunez@lacity.org)

**SUBJECT: RA SPORTS PROGRAM**

**Last Day to Apply:**

November 1, 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](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf)