City of Los Angeles Department of Recreation and Parks  
BRANFORD RECREATION CENTER  
13306 BRANFORD STREET, ARLETA, CA 91331 (818) 893-4923  

RECREATION ASSISTANT  
Soccer Staff (3)

Available Hours  
0 to 20 hours a week

Hours  
- Monday - Friday, 4:00 pm - 9:00 pm.  
- Saturdays, 7:00 am - 5:00 pm.  
- Exact schedule will vary weekly based on program needs.  
- Soccer Seasons: June – August and September through November.

Description of Duties  
Duties include, but are not limited to  
- Supervising teams, volunteer coaches, and parents.  
- Communicating effectively with all participants, parents and volunteer coaches.  
- Distributing and providing updated information to all participants in the program. Conduct coaches meetings, player’s evaluations and drafts.  
- Organize team rosters, practice, game schedules and equipment.  
- Coach multiple teams and step in when a coach is not able to attend. Officiate and score keep games.  
- Recruit officials, volunteers and participants.  
- Prepare fields for practices and games.  
- Providing assistance during practices if needed.  
- Assist with any additional duties as needed for the effectiveness of the program.  
- Ability to work independently.  
- Work under extreme weather conditions.  
- Will need to ensure good sportsmanship is always being practiced.  
- Ensure safety protocols are followed.

Qualifications  
- Applicants available the entire duration of the program preferred.  
- Enthusiastic, responsible, reliable, professional, uses good judgment and is able to inspire and motivate coaches and participants.  
- Will need to follow directions under the supervision of the director and coordinators, adapt to change, and implement program policies and procedures.  
- Experience playing and teaching soccer boys or girls ages 3 - 15.  
- Knowledgeable of the game rules and game day procedures.  
- Ability to supervise adults and children enrolled in the program.  
- Able to move, carry equipment and set up fields.  
- Able to speak and make presentations in front of a large group.

To Apply  
Email resume to: gabion.quiroz@lacity.org,  
Subject: Soccer position – Recreation Assistant

Last Day to Apply: November 8th, 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