

City of Los Angeles • Department of Recreation and Parks

NORTH HILLS COMMUNITY PARK

8756 Parthenia Pl, North Hills, CA 91343

Phone: (818) 893-3700

Recreation Assistant (Sports)

(5 positions)

Available Hours: Up to 5-20 hours per week
Monday-Friday, 4pm-9pm
Saturdays, Hours vary

Job Description:

Well Rounded candidate will work under the general supervision of the Facility Recreation Coordinator and the Facility Director as a Summer Camp Counselor, Coaching Sports. It will be interchangeable, depending on need. Requires to be a self-starter, adapt well to a variety of situations, willing to assume personal responsibility for maintaining a safe environment, and present a clean, neat appearance appropriate to public contact, and able to make independent and responsible decisions. Must enforce policies, rules, regulations, and procedures. Other duties as assigned.

Qualifications:

- Must be at least 18 years of age.
- Experience in the areas mentioned above is highly desired.
- Ability to work effectively and positively with children and adults
- Ability to work in a fast-paced environment and efficiently multi-task
- Ability to be punctual, dependable, and participate effectively with other staff
- Ability to lift equipment, set-up tables and chairs 10-25 lbs.
- Employ methods that instill safety of each participant and be able to apply Recreation & Parks Policy and procedures daily
- Knowledge of soccer game and rules is a plus.
- Bilingual in Spanish is preferred, but not mandatory

Duties:

- Planning, implementing, leading and supervising recreational activities while working directly with the Recreation Facility Director
- Exercise good judgment, courtesy, and tact with parents, the public, staff, and other agencies
- Communicate clearly, and concisely, orally and in writing
- Enforcing soccer rules and the ability to coach and referee when needed
- Create a calendar of monthly activities which employee is expected to lead and engage, participate in the activity such as outdoor/indoor youth activities, sports, group games, themed activities
- Organize & lead opening ceremonies, field preparation, games, picture day, closing ceremonies

To Apply Send Resume To: Ottho Reyes, Email: ottho.reyes@lacity.org

Last Day to Apply: April 4th, 2024

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