Available Hours: Year-Round hours will vary
Monday – Friday, 4:00p.m.-7:30 p.m. for Sports Clinics.
Monday – Friday, 5:30 p.m.-9:30 p.m. for Sports Leagues.
Saturday’s, 8:00 a.m.-3:00 p.m. office hours vary 0-10 hours a week to start

Job Description:

Seeking a candidate proficient in teaching clinics, coaching, and scorekeeping and field setup for Youth Sport Leagues. Must have sport skill ability or knowledge in one or more of the following sports: Basketball, Soccer, Flag Football, Baseball, Softball and Volleyball. Assist in the office with processing and inputting participants.

Qualifications:

• Must have experience in sport leagues and sport skill ability in one or more of the following sports: Basketball, Soccer, Flag Football, Baseball, Softball and Volleyball.
• Must have working knowledge of rules, strategy, field/court dimensions and coaching.
• Scorekeeping and/or Game Officiating Abilities.
• Must be able to follow city policy and procedure in maintaining accurate registration and payment records of all participants.
• Assist with processing and inputting participants
• Effectively communicate through oral and written communication.
• Attend all planned program trainings and meetings.

Duties:

• Teach sport clinics to children ages 3-17 yrs. old.
• Prepare sequential, age-appropriate lesson plans for clinics and implement lesson plans in clinics.
• Assist in Preparing evaluations and drafts for age divisions, sport league evaluations, scheduling of games and practices, scorekeeper and or officiate as needed and delegated.
• On-going evaluation of game officials during games: mechanics, knowledge, control of game.
• Preparation of Fields / Courts for games.
• Assist in uniform distribution.
• Custodial care of equipment and supplies associated with sports programs.
• Interact professionally with parents and participants.
• Assistance in organization, implementation and supervision of the Youth Sports Program, as directed by the Coordinator and the Facility Director.
• Any responsibilities assigned by the Facility Director or the Recreation Coordinator.

To Apply: Send resumes to Janella Smith - janella.smith@lacity.org

Last Day to Apply: May 20, 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