

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

Montecito Heights Recreation Center

4545 Homer Street Los Angeles, CA 90031

Ph. (213) 485-5148

RECREATION ASSISTANT

YEAR ROUND

Available Hours:

Up to 20 hours/week

Various weekdays and Saturdays

Hours will vary depending on the needs of the facility and program.

Description of Duties:

- Coordinate large youth sports programs: baseball and softball, volleyball, basketball, soccer and other various sports
- Creating game schedules, flyers, spreadsheets, and inputting team rosters
- Answering phones, collecting payments and other office assignments.
- Teach and lead sports classes/clinics as well as officiate games,
- Score keeping and operating a scoreboard
- Able to work independently and effectively respond to difficult situations diplomatically
- Maintain effective relationships with staff, patrons and participants

Qualifications:

- Leadership and supervisory skills
- Be organized and be able to interact with the public in a positive and professional manner while providing excellent customer service at all times experience in creating flyers and creating and maintaining spreadsheets
- Reliable and have good time management

To Apply:

Please contact: Adrian Morales, Recreation Facility Director 213-485-5148

E-mail adrian.morales@lacity.org

Last Day to Apply: May 10th, 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/online/docs/2021/21-0921_ord_187134_8-24-21.pdf