

City of Los Angeles Department of Recreation and Parks

**Westchester Recreation Center**

7000 W. Manchester Ave., LA, CA 90045

Office: (310) 670 - 7473

[westchester.recreationcenter@lacity.org](mailto:westchester.recreationcenter@lacity.org)

**RECREATION ASSISTANT  
SPORTS CLINICS and LEAGUES**

**Available Hours:**

Year- Round hours will vary

4:00 p.m. - 7:30 p.m. Monday - Friday (Clinics)

Monday – Friday 5:30 p.m. -9:30 p.m. (Sport Leagues)

Saturdays 8:00 a.m.-5:00 p.m. (Clinics/Leagues)

0-10 hours a week to start / depending on registration

**Job Description:**

Seeking a candidate proficient in teaching sport clinics, coaching, and scorekeeping in sport leagues. Must have sport skill ability in one or more of the following sports: Baseball, Basketball, Flag Football, Soccer, and Volleyball.

**Qualifications:**

- Must have experience in sport leagues and sport skill ability in one or more of the following sports: Baseball, Basketball, Flag Football, Soccer, and Volleyball
- Must have working knowledge of rules, strategy, field/court dimensions and coaching
- Scorekeeping and/or Game Officiating Abilities (certification in High School sports officiating preferred)
- Must be able to follow city policy and procedure in maintaining accurate registration and payment records of all participants.

**Duties:**

- Teach sport clinics to children 3-15 yrs. old
- Prepare sequential, age-appropriate lessons 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, score keep 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 program
- Interact professionally with parents and participants
- Assistance in organization, implementation and supervision of the Youth Sports Program, as directed by the Coordinator and the Director
- Other responsibilities assigned as needed by the Senior Director, Facility Director and/ or the Recreation Coordinator

**To Apply:**

Send resumes to:

[Westchester.RecreationCenter@lacity.org](mailto:Westchester.RecreationCenter@lacity.org)

**Last Day to Apply:** May 21<sup>st</sup>, 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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)