



City Of Los Angeles • Department of Recreation & Parks

## CHEVIOT HILLS RECREATION CENTER

2551 Motor Avenue, Los Angeles, CA 90064

(310) 837-5186 • [cheviothills.recreationcenter@lacity.org](mailto:cheviothills.recreationcenter@lacity.org)

### **Recreation Assistant - Sports Staff**

Baseball (2 Positions), Basketball (2 Positions), Flag Football (2 Positions),  
Soccer (2 Positions), Volleyball (2 Positions), Softball (2 Positions)

Cheviot Hills is looking for individuals proficient in all aspects of sports and league management for basketball, volleyball, baseball, softball, flag football, soccer, and adult sports.

#### **Available Hours:**

- **Weekdays:** Monday through Friday between 3 pm and 10 pm.
- **Weekends:** Saturday and Sunday between 7 am and 6 pm.
- **Flexible Schedules:** Seasonal and flexible schedules are available, with weekly hours ranging from 2 - 20 depending on the program, responsibilities, and availability.

#### **Description of Duties:**

- Teach or coach youth sports to ages 3 - 15 boys and girls.
- Assist in organizing youth and adult sports leagues, including the setup and breakdown of all equipment for practices and games.
- Supervise games and officiate/referee/umpire and score keep games.
- Assist with evaluations, drafts, training, and coach's meetings.
- Communicate effectively with coworkers, participants, coaches, and the public.
- Perform administrative tasks such as checking and replying to emails and phone messages, registering participants, scheduling practices and games, and recruiting officials and volunteers.
- Help maintain a workplace free of harassment, discrimination violence, threats, bullying, exclusion, drugs, and alcohol.
- Assist with any additional duties as needed for the effectiveness of the program.

#### **Qualifications:**

- Ability to teach youth sports teams as directed by Park Director(s) & Recreation Coordinator.
- High School Diploma or GED equivalent.
- Background in recreation and sports leagues.
- Experience coaching youth sports of all ages.
- Strong customer service and communication skills.
- Ability to work independently and collaboratively as needed.
- Basic knowledge of sports with a willingness to adapt and compromise to meet program goals.
- Proficiency in PC use, including registration software and Google Suite, is preferred but not required for office work.
- Ability to move, carry sports equipment and supplies up to 30 pounds.
- Must be available the entire shift for the duration of the program.
- Enthusiastic, responsible, and reliable
- Ability to supervise adults and children.
- Must be able to speak and make presentations in front of large groups.
- First Aid / CPR certified is preferred but not required.

#### **To Apply:**

Email Resume to:

[gabino.quiruz@lacity.org](mailto:gabino.quiruz@lacity.org)

[patrick.russell@lacity.org](mailto:patrick.russell@lacity.org)

#### **Last Day to Apply:**

Monday, September 2<sup>nd</sup>, 2024