

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

Ritchie Valens Recreation Center

10736 Laurel Canyon Blvd.

Pacoima, CA 91331

Ph. (818) 834-5172

Recreation Assistant

Baseball-Softball Specialists

Available Hours: Must be available to work Monday through Saturday, 15-20 hours per week (afternoon & evening hours)

Description Duties:

- Planning: Developing and implementing activities, and scheduling sports programs, teaching classes/clinics, coaching
- Supervision: Overseeing the progress of activities, and ensuring program guidelines and safety practices are followed
- Field preparation: Assisting with the preparation of ballfields, such as painting, placing bases, and setting out goals
- Equipment management: Maintaining inventory of supplies and equipment, and ensuring proper use
- Record keeping: Preparing and maintaining records and reports of plans, program activities, and attendance
- Other duties: Answering phone calls, organizing mail, designing flyers, making copies, and other general office work

Qualifications: Must be 18 years of age and older, must have prior experience playing and/or teaching baseball & softball, working with children ages 5-12 years old, coaching teams, and/or teaching classes. CPR & First Aid certified (optional).

To apply, please send resume to:

Christina Conyers

christina.conyers@lacity.org

Last day to apply: Wednesday, September 18, 2024

*Only selected applicants will be scheduled for an interview.