

## WOODLAND HILLS RECREATION CENTER

5858 Shoup Ave. Woodland Hills, CA 91367

Phone: (818) 883-9370

<https://www.laparks.org/reccenter/woodland-hills>

### Recreation Assistant: Sports Clinics and Leagues

**Available Hours:** Hours will vary based on program needs and availability.  
Preferred Availability: Monday through Thursday - 4 pm to 9:30 pm.  
Saturdays - 8 am to 6 pm. 5 - 20 hours per week.

**Job Description:** Seeking a candidate who will work as part of a team to offer high quality recreational sports programs to the community. Candidate will assist in teaching sports clinics, assisting in running league games and activities and help organize and distribute league resources.

**Job Duties:** Duties include, but are not limited to:

1. Setup and breakdown of league activities and events
2. Assistance in the evaluation and draft process to evenly distribute players of all skill levels to create fairly balanced teams.
3. Teach fundamentals clinics, lead team practices and manage games as a coach or scorekeeper.
4. Assist in the organization of team rosters, schedules other league documents.
5. Organization of sports equipment during the season and one the session is over.
6. Other assigned duties as designated by Recreation Coordinator or Director.

**Qualifications:**

- Knowledge of rules and fundamentals in one or more of the following sports: Basketball, Baseball, Soccer, Volleyball and Flag Football.
- Be able to actively lead children and work independently and collaboratively, as needed.
- Ability to problem solve and communicate effectively to youth, parents, co-workers and supervisors.
- Must be able to follow directions, be on time and be reliable.
- Ability to participate in sports activities, including walking, standing, squatting, kneeling, and lifting/carrying of at least 20 lbs.

**To Apply:** Send Resume to:  
Lee Marks @ Lee.Marks@lacity.org / Nicholas.a.Garcia@lacity.org

**Last Day to Apply: Wednesday, October 2<sup>nd</sup>, 2024**