

# City of Los Angeles Department of Recreation and Parks

## Rio de Los Angeles State Park

1900 N. San Fernando Rd. Los Angeles, CA 90065

(323) 376 – 3015

### RECREATION ASSISTANT

(Year-Round Sports Clinic & Sports League Candidate)

**NUMBER OF POSITIONS AVAILABLE: 12**

**DAYS / HOURS:** MONDAY – SATURDAY/ HOURS VARIES

**WEEKLY AVAILABLE HOURS:** Varies from 15 - 20 hours per week.

**DESCRIPTION OF DUTIES:** Well Rounded Recreation Assistant will work under the general supervision of the Recreation Coordinator and the Facility Director as a Sports Clinic & Sports League candidate. It will be interchangeable, depending on need. Requires to be a self-starter, adapt well to a variety of situations, willing to assume personal responsibility for maintaining a safe environment, present a clean, neat appearance appropriate to public contact, and able to make independent and responsible decisions. Must enforce policies, rules, regulations, and procedures. Other duties as assigned.

Candidate must be proficient in teaching sports clinics, coaching, score keeping in sports leagues. Sports skill ability in one or more of the following sports: Soccer, Basketball, Baseball, Softball, and Soccer. Candidate should be able to teach clinics to participant 5 – 16 years of age. Other duties include assistance in organization, implementation, and supervision of department youth sports program, as directed by the Recreation Coordinator and Director. Ability to have knowledge and be willing to learn rules, strategies, field court dimensions and coaching. Score keeping and officiating abilities highly desired. Must be able to follow city policy and procedures in maintaining accurate registrations and payment of records of all participants. Bilingual is a plus. Your availability must meet our needs. Needs to be self-motivated, proactive, problem solver, punctual and a positive team player. All these duties and responsibilities must be fulfilled according to park mission and standards set by the Director.

**QUALIFICATIONS:**

- Must be at least 18 years of age.
- Ability to fulfil the duties described.
- Must have a valid Driver's License and be willing to get van trained.
- Experience working with youth, teens and adults is required.
- Self-Motivated with a great personality, reliable and dependable.
- Must have computer skills, primarily with Word, Publisher & Excel to create flyers, rosters, update forms, etc.
- Ability to sit, stand, walk, crouch, stoop, squat, and lift 25 lbs. Exposure to heat, noise, and outdoors.
- Excellent communication skills and the ability to work in a fast-paced environment.
- Bilingual in Spanish is preferred, but not mandatory.

**TO APPLY:** Send resume via email to: [jose.aviles@lacity.org](mailto:jose.aviles@lacity.org)

**Attention: Jose Aviles, Senior Recreation Director**

**LAST DAY TO APPLY: Wednesday, March 12<sup>th</sup>, 2025**