



City of Los Angeles Department of Recreation and Parks
Peck Park Community Center
560 N. Western Ave., San Pedro, CA 90732
310.548.7580 Peckpark.recreationcenter@lacity.org



RECREATION ASSISTANT SPORTS (6 positions available)

Hours Available

Up to 20 hours per week depending on budgetary and operational needs.
Availability weeknights 3:30 p.m.-9:30 p.m. and Saturdays 8:00 a.m.-5:00 p.m.
preferred.

Job Description

Seeking candidates proficient in coaching classes, clinics, and leagues for one or more of the following sports including Basketball, Flag Football, Volleyball, T-Ball/Baseball/Softball, Pickleball, Tennis, Soccer, Gymnastics, and Cheerleading. The Recreation Assistant provides prompt, efficient, and courteous guest services, follows departmental policies and procedures.

Duties:

- Prepare sequential, age-appropriate lesson plans for classes and clinics for athletes' ages 5-15 years old
- Coach competitive teams and leagues utilizing positive methods and techniques
- Ability to provide technical training, support, feedback, and safety guidance as appropriate to the sport and athlete.
- Implement lesson plans and coaching strategies, adjusted as necessary for players needs
- Assist with sport league evaluations and drafts
- Assist in scheduling, planning, and facilitating of park practices and games as well as multi park leagues or meets
- Preparation of facility for practice, games, and meets including equipment setup and teardown
- Score keep, officiate, or judge as needed and delegated
- Conduct on-going evaluations of game officials during games: mechanics, knowledge, control of game
- Custodial care of equipment and supplies associated with the sports program
- Ability to interact professionally with parents and participants
- Any additional responsibilities assigned by the Park Director or the Recreation Coordinator such as contacting patrons, sending important reminders, collecting payments on the Rec Trac System, office coverage, submitting documents, distributing supplies and marketing sports programs. Have a working knowledge office software marketing utilizing current social media platforms

Qualifications:

- Preferred experience in leagues or meets for one or more of the following: Basketball, Flag Football, Volleyball, T-Ball/Baseball/Softball, Pickleball, Tennis, Soccer, Gymnastics and Cheerleading
- Working knowledge of rules, strategy, field/court dimensions, and safety
- Ability to follow city policy and procedure in maintaining accurate registration and payment records of all participants

To Apply

Send resume to: peckpark.recreationcenter@lacity.org
Attn: Debra Price or Michael Signorelli

Last Day to Apply: March 19th, 2025 or Until all positions is fulfilled