



CLASS PARKS / TEEN PROGRAM
3900 CHEVY CHASE BOULEVARD
LOS ANGELES, CA 90039
(818) 243-2490



RECREATION ASSISTANT - TEEN INTRAMURAL SPORTS PROGRAM

POSITIONS AVAILABLE: 10

AVAILABLE HOURS: 1-20 hours per week, depending upon need and availability.

Various shifts Monday- Saturday (Hours vary based on program needs)

CLASS Parks is seeking enthusiastic and knowledgeable candidates to support our Teen Intramural Sports Program, which serves youth ages 11-17. This program offers sports clinics, leagues, tournaments, and various recreational sports activities to engage teens in structured, positive experiences that promote teamwork, sportsmanship, and skill development.

DESCRIPTION OF DUTIES:

- Assist in organizing, leading, and coordinating intramural sports leagues, tournaments, and clinics.
- Coach and instruct youth in basketball, soccer, flag football, volleyball, dodgeball, ultimate and other intramural sports.
- Develop lesson plans for skill-building clinics and structured recreational play.
- Oversee game-day operations, including scorekeeping, officiating, and ensuring league rules are followed.
- Assist in scheduling games, practices, and special events.
- Ensure all participants adhere to the code of conduct and sportsmanship standards.
- Set up and take down sports equipment, maintain program materials, and ensure safety procedures are followed.
- Provide positive mentorship to teen participants, promoting leadership and teamwork.
- Follow department policies and procedures for program registration, attendance tracking, and facility management.
- Support the Recreation Director in establishing rules and emergency procedures with participating youth and field staff.
- Activities may be outdoors, and staff may be exposed to the sun and heat for prolonged periods of time.
- Perform other designated duties as assigned by Recreation Director (ex: preparation of materials, office work, errands, etc.)

QUALIFICATIONS:

- Must be at least 18 years of age.
- Strong knowledge of sports rules, coaching techniques, and league management.
- Experience working with teens, ages 11-17 years old in a sports or recreational setting.

- Ability to officiate games and manage league operations effectively.
- Strong leadership, communication, and organizational skills.
- Must be a self-starter, able to work independently while taking direction from the Recreation Director
- Ability to lift 25 lbs. and be active for extended periods in an outdoor and indoor sports environment.
- Applicants should be willing and able to drive city vehicles (passenger vans). Applicants will be van-trained by city personnel.

TO APPLY: <https://bit.ly/CLASSsports>

LAST DAY TO APPLY: Friday, May 9th, 2025

