

City of Los Angeles Department of Recreation and Parks

Downey Recreation Center

323-225-7100

Downey.recreationcenter@lacity.org

**RECREATION ASSISTANT
SPORTS CLINICS and LEAGUES
(6 positions)**

Available Hours: Year- Round, hours vary
Monday – Friday 3:30pm-9:00pm,
Saturdays 8:00am-4:00pm
Up to 0-20 hours per week

Job Description:

Seeking a candidate proficient in teaching sport clinics, coaching, and score-keeping in Sport Leagues. Must have sport skill ability in one or more of the following sports: Basketball, Soccer, Flag Football, T-Ball/Baseball and Volleyball.

Qualifications:

- Experience in sport leagues and Sport skill ability in one or more of the following sports: Basketball, Soccer, Flag Football, Baseball, and Volleyball.
- Must have working knowledge of rules, strategy, field/court dimensions and coaching
- Scorekeeping and/or Game Officiating Abilities
- Ability to follow city policy and procedure in maintaining accurate registration and payment records of all participants.

Duties:

- Teach sport clinics to children 3-15 yrs. old
- Prepare sequential, age-appropriate lessons plans for clinics and implement lesson plans in clinics
- Assist in Preparing evaluations and drafts for age divisions, sport league evaluations, scheduling of games and practices, score keep and or officiate as needed and delegated
- Preparation of Fields / Courts for games.
- Assist in uniform distribution
- Custodial care of equipment and supplies associated with sports program
- Interact professionally with parents and participants
- Assistance in organization, implementation and supervision of the Youth Sports Program, as directed by the Coordinator and the Director
- Any Responsibilities assigned by the Park Director or the Recreation Coordinator

To Apply:

Send resumes to:

Subject: Recreation Assistant-Sports

mayra.l.alvarez@lacity.org

1739 Albion St

Los Angeles, CA 90031

Last Day to Apply: July 15th, 2025