

**CITYWIDE - PLAY LA - COACH LA**  
**Recreation Assistant (Coaching)**  
**Positions Available: 15**

**Job Title:** Recreation Assistant, CoachLA

**Location:** In-Person, Various City of Los Angeles, Recreation & Parks Facilities

**Available Hours:** Part-time - 0-20 hours per week; various shifts Monday-Friday, 4:00 pm - 8:00 pm and/or weekends. Hours may vary depending on the needs of the program.

**Job Overview:**

CoachLA, in collaboration with Los Angeles City Recreation and Parks and Nike, is seeking a dynamic, driven, and community-oriented **Recreation Assistant** to support its mission of transforming youth sport and recreation across LA. This is an exciting opportunity to be at the forefront of empowering young people through sport while uplifting community voices and reimagining what play looks like in LA parks.

**DUTIES & RESPONSIBILITIES:**

- Deeply understand the **CoachLA Playbook** and apply its principles to real-world park settings.
- Facilitate **coaching groups** at park facilities.
- Facilitate and support **CoachLA Playbook Trainings** with enthusiasm and confidence.
- Collaborate with fellow team members and city partners to improve programming and ensure alignment with CoachLA's mission.

**QUALIFICATIONS:**

- Minimum 3-5 years of experience playing sports. (Soccer, Basketball, Volleyball, Football)
- Proven experience in understanding and teaching sports techniques and drills to youth and adults.
- Strong **public speaking** skills with the ability to communicate effectively to diverse groups.
- Proven experience in **organizing**, coordinating events or programs, and working collaboratively in a team setting.
- Ability to be **flexible**, responsive, and solution-oriented in dynamic environments.

**Preferred Skills & Attributes:**

- Passion for sport, recreation, and community development; **athletic or coaching background** a plus.
- Previous experience working with community organizations, youth programs, or park departments.
- Deep commitment to creating **equitable access to play** for all youth in Los Angeles.
- Bilingual or multilingual skills are a plus.
- Comfortable engaging with stakeholders at all levels, from youth to city leaders.

**PHYSICAL REQUIREMENTS:**

- Must be able to demonstrate Sports ability
- Ability to lift, push, pull, carry a minimum of 10 lbs.
- Ability to stand, walk, stoop, kneel, crouch, reach for an extended period of time.
- Ability to bend at waist and perform repetitive foot and hand actions.
- Good hand/eye/foot coordination required

**Apply By Date: Friday, October 17<sup>th</sup>, 2025**

**To Apply:** Email your resume with the subject line “**COACH LA - Recreation Assistant**” to:

Jed Riddell

NIKE-CoachLA

[Jed.Riddell@lacity.org](mailto:Jed.Riddell@lacity.org)

## **CoachLa Hiring Deadlines and Tasks:**

### **Experience and General Question Interview: 30 minutes**

1. Go over the resume with the applicant and have them explain their experience
2. Ask if they have any knowledge of coaching, sports, or teaching
3. Ask CoachLA Specific questions
  - Tell us a little bit about yourself! What drew you to apply for this role with CoachLA?
  - What about sports and coaching is important to you? Did you grow up playing sports?
  - What three qualities make a great coach?
  - What sports drills do you feel comfortable leading?
  - Imagine you are leading a group of adults in a sport activity; however, the group is rowdy and not engaged. How do you reset the room? How would you modify this for a group of children?
  - Tell us about a time you had a challenge when working on a team. How did you overcome this challenge?
  - Describe your experience facilitating a training or workshops. How did you ensure everyone's voice was heard?
  - How would you build trust with local park staff and community members you're meeting for the first time?
  - Are you available to work in person across multiple LA City parks, including evenings or weekends when needed?

### **In-Person Interview Playbook Training Interview: 1 Hour**

1. Assign applicants roles for a playbook training
2. Break the Group into teams of 5/6
3. JJ and Beata will take one group and lead the Welcome Activity
4. Applicants will be given roles before the session to lead during the group interview
5. Observe applicants and how they lead the group, give instructions, and how they contribute to the team as a whole
6. Look out for: coach's voice, eye contact, athletic skills.

### **Introduction and Welcome: Expo Basketball Gyms**

**Materials: Cones, Basketballs, Tennis Balls, Speaker**

#### **Introductions: (0-10)**

- In larger groups, Beata and JJ will introduce themselves and have everyone do the same
- Beata and JJ explain what the goals and objectives are for the hour
- Beata and JJ will take their preassigned group.
- Group 1 will go with Beata
- Group 2 will go with JJ

**Introduction and Welcome Playbook: (10-20)**

- Beata and JJ will lead the introduction as an icebreaker
- Beata and JJ will go into the debrief and explain more of the work we do

**3 Be's Quick Training: (20-30)**

- Beata and JJ will do a quick Be Training to show the group what is expected

**Prepare For Group Training: (30-60)**

- Before the in-person interview, each applicant will be assigned a role with Be Ready or Be Better.
- Applicants will have time to work in a team to decide the flow of the training
- Applicants will then lead the playbook training with the other group as participants
- Groups will switch.

**Debrief and Thank You**

- Beata and JJ will debrief on the reason why playbook training is important and how we need new hires to help lead the physical and coaching aspect of these trainings
- Thank you for their time, and tell them they will be contacted soon.

**After Interview:**

- Beata and JJ will pick up and clean the gym, and put away all materials
- Beata and JJ will compare notes and thoughts about applicants
- Beata and JJ will be using score sheet to keep a record

### **Rough Draft Be Ready Tasks: Need more Specifics!**

#### Introduction:

- Assign an applicant to introduce the game and break people off into twos

#### Game Setup:

- See who is helping with the setup when the instructions are being given

#### Round 1:

- Have the applicant lead the first round of the grab it game

#### Round 2:

- Have the applicant lead the second round of the game

#### Round 3:

- Have the applicant lead the third round of the game

#### Debrief:

- Have the applicant lead the debrief with the CoachLA Staff's help

## CoachLA Virtual Interview Score Sheet

Name:

Question	Response	Score
Tell us a little bit about yourself! What drew you to apply for this role with CoachLA?		/10
What about sports and coaching is important to you? Did you grow up playing sports?		/10
What three qualities make a great coach?		/10
What sports drills do you feel comfortable leading?		/10
Imagine you are leading a group of adults in a sport activity; however, the group is rowdy and not engaged. How do you reset the room? How would you modify this for a group of children?		/10
Tell us about a time you had a challenge when working on a team. How did you overcome this challenge?		/10
Describe your experience facilitating a training or workshops. How did you ensure everyone's voice was heard?		/10
How would you build trust with local park staff and community members you're meeting for the first time?		/10
Are you available to work in person across multiple LA City parks, including evenings or weekends when needed?		/10
	Total:	/100

Notes:

Virtual Interview Script:

Intro (5 mins) CoachLA Nike

Questions (20 mins)

Closing (5 mins) We will be sending out emails in the next few days to schedule in-person interviews at Exposition Park, this interview will be about an hour.

**Rough Draft Be Better Tasks: Need more Specifics!**

Introduction:

- Assign an applicant to introduce the game and break people off into twos

Game Setup:

- See who is helping with the setup when the instructions are being given

Round 1:

- Have the applicant lead the first round of the figure 8

Round 2:

- Have the applicant lead the second round of the figure 8

Round 3:

- Have the applicant lead the third round of the figure 8

Debrief:

- Have the applicant lead the debrief with the CoachLA Staff's help

## Score Sheet

Name:



Leading Group	Give Instructions	Team Member	Coach Voice	Eye Contact	Athletic Skills
/10	/10	/10	/10	/10	/10
				Total Score:	/60

Notes: