

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
ITCHIE VALENS RECREATION CENTER
10736 Laurel Canyon Blvd. Pacoima, CA 91331 (818) 834-5172

Recreation Assistant –
Sports Specialist/Office Coverage

Available Hours: Applicants available to work Monday through Saturday preferred, up to 39 hours per week. Availability for sports and office coverage from 7:00 a.m. to 9:00 p.m.

Description Duties: Knowledge of sports and games, plan activities, able to teach ages ranging from but not limited 3 to 15 years of age. The ability to lead and teach and interact with all ages in a positive manner. Communication with parents/guardians, professionalism is expected, and employ methods that safeguard the health and safety of each child. Other tasks will be asked to be executed as office coverage, set-up and take-down equipment for sports programs and special events. Teach basic fundamentals of various sports.

Qualifications: 18 years of age and older, applicants with at least 3 years experience working with children ages 3-12 years old preferred, CPR & First Aid certified (optional), possess conflict resolution strategies, and demonstrate a sincere interest in child development and sports and has to have great customer service. Bilingual is a plus.

To apply, please send resume to:

Christina Henry
christina.henry@lacity.org

AND

Diego Rivera
diego.r.rivera@lacity.org

Ann Marie Rodriguez
annmarie.rodriquez@lacity.org

Last day to apply: March 29, 2022

* Selected applicants will be scheduled for an interview.