

City of Los Angeles • Department of Recreation and Parks
ROSE HILL RECREATION CENTER
4530 Mercury Ave., Los Angeles, CA 90032
Email: rosehill.recreationcenter@lacity.org
Phone: 323-225-0450
Website: <https://www.laparks.org/reccenter/rose-hill>

RECREATION ASSISTANT

Co-Ed Soccer

POSITIONS: 2

SOCCER PROGRAM: Children ages 3 to 16 participate in our annual Fall Co-Ed Soccer program.

AVAILABLE HOURS/SCHEDULE: Must be available for the duration of the soccer season; days of practices and games will vary, as well as times. Additional meetings are required.

DESCRIPTION OF DUTIES: Ability to organize, coordinate, conduct, and supervise a youth co-ed soccer sports program for ages 3-16 is highly desirable; conduct instructional clinics; coach youth; have prior soccer experience; know soccer rules; keep track of participant rosters; set up soccer field for games, will assist to make certain all volunteer coaches are live-scanned and cleared before season, assist in league rules, assist in coaches meeting, assist in communicating with coaches through duration of seasons, know how to run a draft. Schedule may vary according to program schedule and demand.

Must also be able to officiate soccer games at every league level.

QUALIFICATIONS/ADDITIONAL DUTIES:

- Communicate clearly, and concisely, orally and in writing.
- Establish and maintain effective working relationships with parents, the public, staff, and other agencies.
- Exercise good judgment, courtesy, and tact with parents, the public, staff, and other agencies.
- Utilize quality customer service skills and techniques.
- Ensure all fees are collected and all uniforms and trophies are distributed in a timely manner.

PHYSICAL REQUIREMENTS:

- Able to stand and run for prolonged periods (90-100 minutes): some bending, stooping, running long distances, participating in physical soccer exercises, and stretching.
- Requires eye-hand coordination and manual dexterity to manipulate equipment and activities.
- Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate activities.
- Ability to lift, pull, push and carry up to 15-20 lbs.

Last Day to Apply: April 30, 2020 or until filled.