

City of Los Angeles Department of Recreation and Parks

## Sunland Recreation Center

8651 Foothill Blvd., Sunland, Ca 91040

Ph. (818) 352-5282

# RECREATION ASSISTANT (SPORTS CLINICS AND LEAGUES)

### HOURS AVAILABLE:

Year round hours vary from 0-10 per week depending on budgetary and operational needs. Must be available weeknights 3:30—7PM for clinics and practices and Saturdays 8AM-1PM for Leagues.

**Job Description:** Seeking a candidate proficient in teaching sport clinics, coaching, scorekeeping in Sport Leagues for Basketball, Soccer, Flag Football, Volleyball, and T-Ball/Baseball/Softball. Candidate must be able to teach clinics for children age 3-15 and assist with all duties of the Youth Sports Program as directed by the Sports Coordinator and the Director.

### Qualifications:

- Must have experience in sport leagues: Basketball, Soccer, Flag Football, T-Ball
- Must have working knowledge of rules, strategy, field/court dimensions
- Scorekeeping and/or Game Officiating Abilities
- Must be able to follow city policy and procedure in maintaining accurate registration and payment records of all participants

### Duties:

- Teach sport Clinics
- Prepare sequential, age-appropriate lessons plans for clinics and implement lesson plans in clinics
- Assist in Preparing evaluations and drafts for age divisions.
- Assist with sport league evaluations
- Assist in scheduling of games and practices.
- Score keep and/or Officiate as needed and delegated.
- On-going evaluation of game officials during games: mechanics, knowledge, control of game
- 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.
- Any Responsibilities assigned by the Park Director or the Recreation Coordinator

### To Apply send resume to:

Nichole Royer  
Senior Recreation Director I  
Ph. (818) 352-5282 [Nichole.Royer@lacity.org](mailto:Nichole.Royer@lacity.org)

**Last day to Apply:** March 25, 2020