

City of Los Angeles Department of Recreation and Parks

State Street Recreation Center

716 N. State Street Los Angeles, CA 90033

PHONE: 213-847-2790

Statestreet.reccenter@lacity.org

**RECREATION ASSISTANT SPORTS
CLINICS, LEAGUES AND OTHER
RECREATION ASSISTANT DUTIES
(5)**

Available Hours:

Year-Round hours will vary

Monday –Friday, 4:00p.m.-7:30 p.m. for Sports Clinics.

Monday – Friday, 5:30 p.m.-9:30 p.m. for Sports Leagues.

Saturday's, 8:00 a.m.-3:00 p.m. office hours vary 0-10 hours
a week to start

Job Description:

Seeking a candidate proficient in teaching clinics, coaching, and scorekeeping and field setup for Youth Sport Leagues. Must have sport skill ability or knowledge in one or more of the following sports: Basketball, Soccer, Flag Football, Baseball, Softball and Volleyball. Assist in the office with processing and inputting participants.

Qualifications:

- Must have experience in sport leagues and sport skill ability in one or more of the following sports: Basketball, Soccer, Flag Football, Baseball, Softball and Volleyball.
- Must have working knowledge of rules, strategy, field/court dimensions and coaching.
- 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.
- Assist with processing and inputting participants
- Effectively communicate through oral and written communication.
- Attend all planned program trainings and meetings.

Duties:

- Teach sport clinics to children ages 3-17 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, scorekeeper 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 programs.
- Interact professionally with parents and participants.
- Assistance in organization, implementation and supervision of the Youth Sports Program, as directed by the Coordinator and the Facility Director.
- Any responsibilities assigned by the Facility Director or the Recreation Coordinator.

To Apply: Send resumes to Janella Smith - janella.smith@lacity.org

Last Day to Apply: May 20, 2024

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf

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