

## Van Nuys Recreation Center

14301 Vanowen St., Van Nuys, CA 91405

Phone: (818) 756-8131 \* Email: [vannuys.recreationcenter@lacity.org](mailto:vannuys.recreationcenter@lacity.org)

### RECREATION ASSISTANT

(4 Positions)

**Hours Available:** Schedule will vary depending on the needs of the program; Up to 10 hours per week

#### DESCRIPTION OF DUTIES/RESPONSIBILITIES:

Applicants must be proficient in all aspects of sport leagues and league management for basketball, soccer, baseball, softball, volleyball and tennis. Applicants must be able to teach clinics, classes, and assist with all duties of the youth sports program as directed by the Recreation Facility Director. In addition, the candidate will be responsible for supervising, producing, leading and implementing quality age appropriate activities for day camp, classes and the afterschool program. Duties include various office tasks, cash handling and processing payments. This position requires setting up and taking down program/activity equipment and related materials. This position requires active participation in all aspects of the program including the ability to stand for prolonged periods, running, walking long distances, frequent bending and crouching, lifting equipment up to 45 pounds, and withstand daily exposure to the sun, heat, and cold weather. Applicants are specifically chosen for their ability and desire to work in a public recreation environment with children and adults.

#### POSITION REQUIREMENTS:

- ✓ At least 18 years of age.
- ✓ Must be knowledgeable in sports.
- ✓ Must be skilled and trained in the above mentioned areas.
- ✓ Must be able to teach a variety of ages and skill levels.
- ✓ Must have the ability to plan, organize, and lead classes/clinics in a proficient manner.
- ✓ Must have a kind and nurturing manner and able to inspire and motivate students.
- ✓ Must have the ability to establish and maintain an effective professional relationship with students, parents, the public, staff, community groups, and other relevant agencies.
- ✓ Must be punctual and reliable.

#### REQUIRED AVAILABILITY:

- **Activities/Classes/Leagues:** Monday-Friday between 4:00pm-8:00pm and Saturdays between 9:00am-5:00pm

#### TO APPLY:

Send Resume to:

**Thomas Ortiz (Thomas.ortiz@lacity.org)**

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Van Nuys, CA 91405. (818) 756-8131

#### LAST DAY TO APPLY:

**October 12, 2023**

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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)