

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

**Montecito Heights Recreation Center**

4545 Homer Street Los Angeles, CA 90031

Ph. (213) 485-5148

# RECREATION ASSISTANT

## YEAR ROUND

**Available Hours:** Up to 20 hours/week  
Various weekdays and Saturdays  
Hours will vary depending on the needs of the facility and program.

**Description of Duties:**

- Coordinate large youth sports programs: baseball and softball, volleyball, basketball, soccer and other various sports
- Creating game schedules, flyers, spreadsheets, and inputting team rosters
- Answering phones, collecting payments and other office assignments.  
Teach and lead sports classes/clinics as well as officiate games, scorekeeping and operating a scoreboard
- Able to work independently and effectively respond to difficult situations diplomatically
- Maintain effective relationships with staff, patrons and participants

**Qualifications:**

- Leadership and supervisory skills
- Be organized and be able to interact with the public in a positive and professional manner while providing excellent customer service at all times  
experience in creating flyers and creating and maintaining spreadsheets
- Reliable and have good time management

**To Apply:**

Please contact: Adrian Morales, Recreation Facility Director 213-485-5148

E-mail [adrian.morales@lacity.org](mailto:adrian.morales@lacity.org)

Last Day to Apply: December 13th, 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/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf)