

# Echo Park Recreation Center

(213) 481-1033 • Jacqueline.chilin@lacity.org

## RECREATION ASSISTANT

### SPORTS CLINICS, LEAGUES AND OTHER RECREATION ASSISTANT DUTIES

**Available Positions:** 5

#### Available Hours

Year-round; hours may vary; up to 10 hours per week to start; various shifts (Sports Clinics); Monday-Friday, 5:30 – 9:30 p.m. (Sports Leagues); Saturday, 8:00 a.m. – 6:00 p.m. (Sports Leagues)

#### Job Description and Duties

- Teach sport clinics to children 3-15 years old
- Prepare sequential, age-appropriate lesson plans and implement them for clinics
- Assist in preparing evaluations and drafts for age divisions, sport league evaluations, 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
- Attend all planned program trainings and meetings
- Assist with processing and inputting participants
- Assistance in organization, implementation and supervision of the Youth Sports Program, as directed by the Coordinator and the Director
- Any duties as assigned by the Facility Director or the Recreation Coordinator

#### Qualifications

- Experience in sport leagues and Sport skill ability in one or more of the following sports: Basketball, Soccer, Flag Football, T-Ball, Volleyball, preferred
- 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
- Must have great communication skills, orally and in writing

#### To Apply

Send resume to: [jacqueline.chilin@lacity.org](mailto:jacqueline.chilin@lacity.org)

Last day to apply: January 18, 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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)