

CITY OF LOS ANGELES * DEPARTMENT OF RECREATION AND PARKS

WILMINGTON ATHLETIC COMPLEX

1700 S. Figueroa Wilmington, CA., 90744 (310) 325-8906

RECREATION ASSISTANT

Sports and Fitness

Positions to be filled - 8

Available hours

Monday – Friday 2p-8p and Saturday’s 8a-5p, Hours vary depending on the season and the amount of teams coaching, not to exceed 20 hours per week

Job Description and Duties

Must be able to recruit, promote and advertise the sports program and other programs at the Wilmington Athletic Complex. Must be able to supervise kids at all times, never leaving a child unsupervised. Must be able to coach 2-3 teams, ages 5-15. Must be available to referee & score keep upon request. Be knowledgeable on various sports such as Basketball, Soccer, Baseball, Softball, Football, Volleyball and other sports. Must know sports rules, be able run practices and games and teach basic sports skills and create and implement different weekly drills for your practice. Be able to talk to your players and parents in a professional matter. Must be able to attend all his/her practices and games. Responsible to communicate to his/her team(s) about practice times, schedules, games and any other matter that affects his/her team(s). Answering phones, accepting applications, Xeroxing and other duties as required.

Qualifications

- Knowledge of multiple sports, mainly soccer, baseball and softball
- Must be able to work with a diverse population of youth ranging in age from 5-15
- Must possess the ability to perform duties with minimal direction and supervision
- Must maintain a punctual work schedule
- Establish and Maintain effective working relationships with patrons, staff and other agencies

To Apply

Email resume to: rap-wilmingtonac@lacity.org

Attn: Itzel Molenaar

Subject: Recreation Assistant

Last Day to Apply: March 2nd, 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