

City of Los Angeles Department of Recreation and Parks
Lake View Terrace Recreation Center
11075 Foothill Blvd., Lake View Terrace, CA 91342 • 818-899-8087

RECREATION ASSISTANT

SPORT PROGRAMS

Available Hours:

Year-round, hours will vary based on registration and program needs.

Monday– Friday 4pm-9pm, Saturdays 7am-4pm

Job Description:

Seeking candidates proficient in coaching, score-keeping, and teaching sports clinics. Must have sport skill ability in one or more of the following sports: VOLLEYBALL, BASKETBALL, TENNIS and SOCCER.

Qualifications:

- Experience in sport leagues and sport skill ability in one or more of the aforementioned sports.
- Knowledge of rules, strategy, field/court dimensions, and coaching.
- Scorekeeping and/or Game Officiating Abilities.
- Willingness to follow city policy and procedure in maintaining accurate registration and payment records of all participants.

Duties:

- Teach sport clinics to children ages ranging from 3-15 years 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, score keep and/or officiate as needed and delegated.
- On-going evaluation of game officials during games, observing skills such as 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 Director.
- Any other responsibilities assigned by the Park Director or the Recreation Coordinator

To Apply

Email resume to: **luz.roque@lacity.org**
Subject: LVT Sports — (your name)

Last day to apply: **April 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