

City of Los Angeles Department of Recreation and Parks
BALBOA SPORTS CENTER
17015 Burbank Blvd. Encino, CA 91316
818-756-9642
Balboa.SportsCenter@lacity.org

RECREATION ASSISTANT: SPORTS CLINICS and LEAGUES

*This position is open **only** to Recreation Assistants currently employed by City of Los Angeles*

Available Hours:

Year- Round hours will vary. Must be available 3-9 pm during the After- School hours and/or Saturdays, 5-10 hours a week to start.

Job Description:

Seeking a candidate proficient in all aspects of Sport League and League Management: for Basketball, Soccer, Flag Football, and T-Ball Baseball. Candidate must be able to teach clinics and assist with all duties of the Youth Sports Program as directed by the Sports Coordinator and the Director.

Qualifications:

- Must have experience in sport leagues: Basketball, Soccer, Flag Football, T-Ball.
- Must have working knowledge of rules, strategy, field/court dimensions..
- 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.

Duties:

- Teach sport Clinics
- Prepare sequential, age-appropriate lessons plans for clinics and implement lesson plans in clinics
- Assist in Preparing evaluations and drafts for age divisions
- Assist with sport league evaluations
- Assist in 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
- Any Responsibilities assigned by the Park Director or the Recreation Coordinator

To Apply:

Send resumes to Balboa.SportsCenter@lacity.org
Kathrynn.Penny@lacity.org

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Last Day to Apply: May 9, 2017