

City of Los Angeles Department of Recreation and Parks

Echo Park Recreation Complex

Recreation Center: 1632 Bellevue Avenue, Los Angeles, CA 90026 / Office: (213) 250-3578

Youth Center: 515 Laveta Terrace, Los Angeles, CA 90026 / Office: (213) 240-3006

Community Center: 303 Patton Street, Los Angeles, CA 90026 / Office: (213) 481-1033

Email: echoparkrc@lacity.org

**RECREATION ASSISTANT
(Sports Official & League Assistant)
Available Positions: 5**

AVAILABLE HOURS: Hours vary. Must be available to work 1-10 hours per week, Monday-Friday 2:00 p.m.-7 p.m., Saturdays 9:00 a.m.-5:00 p.m., and all game and tournament days.

DESCRIPTION OF DUTIES: Must have a minimum of 2 years of officiating experience. A Recreation Assistant is responsible for planning, implementing, leading and supervising sports activities and working directly with the Recreation Coordinator and Senior Recreation Director II. Attend all planned program trainings and meetings; communicating effectively with players, patrons, volunteers and staff; the ability to effectively communicate orally and in writing; provide a safe and positive experience; successfully supervising players, coaches and patrons at all times. Recreation Assistant must demonstrate effective leadership and officiating rules in basketball, softball, baseball, volleyball, football; enable youth in developing positive skills; providing a safe, inclusive environment and experience. Recreation Assistant must have experience working with children with disabilities.

QUALIFICATIONS: Recreation Assistant must provide a current resume with references, and pertinent proof of certifications. Recreation Assistant must be certified to officiate high school sports and be knowledgeable of updated rules in the following sports: basketball, softball, baseball, volleyball, and football. Recreation Assistant must be able to work scheduled game and tournament days, and attend all mandatory trainings (specific dates and times TBA). Recreation Assistant must have prior experience with officiating; knowledge of all current rules; ability to work effectively and positively with people; ability to work in a fast-paced environment and efficiently multi-task; ability to be punctual, dependable, and participate effectively with other staff.

TO APPLY PLEASE EMAIL RESUME TO:

Jose Maciel, Senior Recreation Director II

jose.maciel@lacity.org

Office: 213-250-3578

LAST DAY TO APPLY: April 12, 2017