

City of Los Angeles • Department of Recreation and Parks  
**EXPO CENTER CENTER**  
3980 Bill Robertson Lane Los Angeles, CA 90037  
(213) 763-0118

**RECREATION ASSISTANT – 1 position**

**AVAILABLE HOURS:**

Must be available to work evenings Monday-Friday 5-9pm and Weekends 20hrs per week

**JOB DESCRIPTION:**

Sports Director - Recreation Assistant is expected to plan, prepare, organize and implement all aspects of the sports league. Planning and budgets must be submitted to Facility Director or Coordinator for approval on a quarterly basis. It is expected the selected employee will be able to communicate well with children, parents and family members in a professional manner. Recreation Assistant must have experience working with children and must be able to employ methods of safety as required by Recreation & Parks standards.

Recreation Assistant must be able to coordinate large Sports program – Baseball and Softball, game schedules, create flyers, spreadsheets, and inputting customer receipts.

**QUALIFICATIONS:** Recreation Assistant must have prior experience working with children; have knowledge and practical experience working in a recreation setting. He/she must have a minimum of 10 years experience running youth and/or adult leagues and 10 years of officiating experience.

**TO APPLY:**

Send resume to: Richard Kraveitz Facility Director  
Expo Center  
3990 Bill Robertson Lane. Los Angeles, CA 90037  
E-mail: [Richard.Kraveitz@lacity.org](mailto:Richard.Kraveitz@lacity.org)

**LAST DAY TO APPLY:** July 12, 2017