

City of Los Angeles Department of Recreation and Parks

RESEDA RECREATION CENTER

18411 VICTORY BLVD., RESEDA CA 91335; 818-881-3882

RECREATION ASSISTANT

Available Hours: 0-20 hours/week: hours will vary per program registration & operational needs, budget and RAP Policy.
Primarily Monday – Saturday, hours between 7:30am-9:30pm

Job Description: Under the general supervision of the full-time staff, the recreation assistant will conduct clinics, and/or officiate most of the following activities: Soccer, Basketball, Volleyball, Flag Football, Baseball, Badminton, Dodgeball, Kickball, fitness, tutoring, Dance etc... Also including field/court prep and lining of fields for most of these activities while working professionally with the public, may include related office work. Job may include any aspect of set-up/tearing down and organizing equipment.

Note: R.I.'s will not officiate

Duties and Qualifications:

- Proficient knowledge of sport and/or subject matter taught
- Experience instructing and officiating the sport subject matter
- Ability to move, carry and set up equipment, and other supplies needed for programming
- Responsible, reliable to committed teaching dates, timely, and overall professional disposition
- Ability to multi-task and work as part of a team, including office.
- CPR/First Aid Certified (submit along with Resume)
- 3 years of experience working with children ages 3 – 16.

To Apply: Send Resume to:

David Ruiz, Recreation Coordinator
Reseda Recreation Center
18411 Victory Blvd.
Reseda, CA 91335
818-881-3882
David.Ruiz@lacity.org

Resumes accepted on or before September 6, 2017. Please specify what you are able to instruct/officiate.