

City of Los Angeles Department of Recreation and Parks

VALLEY PLAZA RECREATION CENTER

12240 Archwood Street ~ North Hollywood , California 91606 ~ T: (818) 765-5885

Recreation Assistant

(2 positions available) year round

Available hours:

0 - 5 hours/week

Description of Duties: Self driven promoter for our Fall Flag Football program. Assist recreation coordinator with program needs including but not limited to recruitment of players, making phone calls to parents, making flyers for the program, setup and break down of equipment for flag football program conducting practices, officiating games.

Hours*: 2:00pm – 4:00 pm Friday,
9:00 am – 10:30am Sunday

*(Some days may extend beyond hours listed).

Qualifications: At least five years of experience in running a sports program. Must know football rules and be proficient in publisher, excel, and word formats. Applicant displays effective communication skills with players and parents. Can carry up to 25 pounds to prepare football fields.

To apply: Send resume:

ATTN: Evan Nakamura
Valley Plaza Recreation Center
12240 Archwood Street
North Hollywood, CA 91606

Email to: evan.nakamura@lacity.org and/or valleyplaza.recreationcenter@lacity.org

Last date to apply: October 31st or until position is filled.