

City of Los Angeles Department of Recreation and Parks
Sun Valley Recreation Center



8133 Vineland Blvd. Sun Valley, CA 91352

Phone: (818) 767-6151

Recreation Assistant

POSITION: Office / Sports Coordinator

AVAILABLE HOURS: 7:00 – 10:30pm (T – TH) 9:00-2pm (Sat)

DESCRIPTION OF DUTIES: Must be knowledgeable of programs, answering phone calls, taking messages, checking email, and taking registration. Applicants must be available to work early morning shifts. Must be available to attend all training sessions and mandatory staff meetings. Be able to communicate with Patrons and Staff. Have professional appearance and well groomed. Computer skills are a plus. Establish a positive, encouraging, enthusiastic, and healthy environment for everyone involved. Bilingual is preferred (Spanish)

Assist Full Time staff in all Sports Programs. Player evaluations, Draft, Ordering uniforms and trophies, Recruit players and coaches, Make practice and game schedules, Assign officials and scorekeepers, Train new Official's and Scorekeepers, Officiate games and score-keep when needed, Check out equipment, Organize and run clinics, practice fundamentals while still making it fun. Level of Skills must be appropriate for each division and age group. Establish and Stress Good Practice, Game, and Team habits. Establish a positive, encouraging, enthusiastic, and healthy environment for everyone involved. Recruit and Retain Participation

DAYS: Tuesday / Thursday / Saturdays

QUALIFICATIONS: Candidates should have experience working with children and a basic understanding of programming. Exhibit strong communication, organizational, clerical and computer skills. Candidate should have a friendly and out going personality and have a strong desire to work with children. Spanish speaking is helpful. Prior Sports experience is preferred. Strengths in Basketball, Baseball/Softball and Soccer preferred. English and Spanish is preferred. Candidate should have a friendly and outgoing personality and have a strong desire to work with children.

TO APPLY: Send resume to, Jason Shepherd: Facility Director
C/O Sun valley Recreation Center, 8133 Vineland. Blvd.

Sun Valley, CA 91352 or Email resume to Jason.Shepherd@LACITY.ORG

LAST DAY TO APPLY: NOVEMBER 21, 2017