

City of Los Angeles • Department of Recreation and Parks
VAN NESS RECREATION CENTER
5720 2ND Avenue • Los Angeles, CA • 90043
(323)296-1559 • (323)296-3130

Recreation Assistant Job Bulletin

**Applicant must be currently employed by the City of Los Angeles
Department of Recreation and Parks**

Job Title: Recreation Assistant-Sports (Female preferred)

Number of positions: (4 positions)

Available Hours: Must be able to work (0-10hrs) Tuesday - Saturday

Tuesday – Friday (available hours after 5pm)

Saturday – Hours could vary as early as 9am to 3pm

Description of Duties:

- **Female coaches for certain sports to set-up, teach fundamental clinics for girls volleyball, girls softball, girls basketball or girls soccer**
- **Good organizational and communication skills**
- **Able to work independently and follow through appropriately on assignments**
- **Able to promote various leagues or classes**
- **Able to effectively respond to difficult situations and complaints**
- **Maintain effective relationships with staff, patrons, and participants**
- **Ability to communicate clearly and concisely, both orally and in writing**
- **Strong attention to detail**
- **Computer knowledge**
- **Comply with all city rules and regulations**

Qualifications: Must be 18 years of age and older, have experience conducting youth leagues and be able to demonstrate conflict resolution strategies.
Bilingual preferred.

To apply: Submit your resume to: Van Ness Recreation Center
5720 2nd Ave
Los Angeles, CA 90043
Donielle.Bryant@lacity.org

Last day to apply: November 22, 2017