

City of Los Angeles Department of Recreation and Parks

MacArthur Park Community Center

2230 W. 6th Street, Los Angeles, CA 90057 • 213-368-0520

RECREATION ASSISTANT

Available Hours: Year-round, hours will vary based on registration and program needs.

Monday– Friday: 4pm-8pm and Saturdays: 9am-4pm.

Job Description: Seeking candidates proficient in coaching, score-keeping, and teaching sports clinics.

Qualifications:

- Experience in sport leagues and sport skill ability in one or more of the following sports preferred: wrestling.
- Knowledge of rules, strategy, and field/court dimensions, and coaching preferred
- Scorekeeping and/or Game Officiating Abilities
- Follow city policy and procedure in maintaining accurate registration and payment records of all participants

Duties:

- Teach sport clinics to children 3-15 years' old
- Prepare sequential, age-appropriate lessons plans for clinics and implement lesson plans in clinics.
- Assist in preparing evaluations and drafts for age divisions, sport league evaluations, scheduling of games and practices, score keep and/or officiate as needed and delegated
- On-going evaluation of game officials during games: mechanics, knowledge, and control of game.
- Preparation of gym and setup of practices
- Assist in uniform distribution
- Custodial care of equipment and supplies associated with sports program
- Interact professionally with parents and participants
- Assistance in organization, implementation and supervision of the Youth Sports Program, as directed by the Recreation Coordinator and the Park Director

To Apply:

Send resume to: Stephanie Galvez

Stephanie.Galvez@lacity.org

Subject: Recreation Assist. SPORTS— (your name)

Last Day to Apply: 05/22/2024

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at:

https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf