

Recreation Assistant

Hourly Rate: \$21.50

Available Hours:

0-20 hours per week

Year-Round

Various shifts, Sunday-Saturday, ex: 7:00 am-1:00 pm or 12:30 pm-6:30 pm (6 hours)

Hours are not guaranteed and based on program enrollment.

Job Description: Seeking motivated, professional candidates who will work in youth sports, active play classes and adult programming.

Responsibilities:

- Help recruit, register, evaluate, draft, train and maintain a youth sports program for participants, age 3-16 and adults.
- Prepare the facility, indoor and outdoor for practice/games, including daily set up, teardown and custodial care of equipment.
- Be able to coach, score keep, officiate, and assist in the overall execution of the program.
- Create age-appropriate lesson plans for designated divisions and submit for approval to full time staff.
- Coach multiple teams/divisions utilizing updated, positive methods and techniques for this age group.
- Communicate weekly (or immediately in urgent cases) in verbal and written formats with Director, staff and parents.
- Address/solve program concerns efficiently according to policy and procedure, properly document as needed.
- Assist with other program needs such as contacting patrons, payments, inventory, ordering, distributing supplies, opening/closing ceremonies, picture day.
- General office duties, answering phones, scanning, photo copying, and filing.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Adhere to all Department policies, procedures and implement Director's directives as instructed within a delegated time frame.

Qualifications:

- Have experience working with a group of 10-12 children, ages 3-16 years old, in sports and camp environment.
- Proficient knowledge of rules, strategy, court and field dimensions, safety etc.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Be physically able to participate in all sporting activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
- Ability to have exposure to the sun.
- Lead by example, maintain a positive, enthusiastic demeanor, excellent customer service skills and reliable.
- Have a good understanding of varying sports; volleyball, soccer, basketball, flag football, Baseball, Softball

To Apply:

Send resume to: vanness.recreationcenter@lacity.org (not all resumes will receive a response)

Last Day to Apply: November 27th, 2024