

City of Los Angeles Department of Recreation and Parks  
**VAN NUYS SHERMAN OAKS RECREATION CENTER**  
14201 HUSTON STREET, SHERMAN OAKS, CA 91423 (818) 783-5121

**RECREATION ASSISTANT**  
Sports Staff

**Available Hours**

0-20 hours a week

**Schedule of Available Hours**

- Monday - Friday, 4:00 pm - 9:00 pm.
- Saturdays - Sunday, 7:00 am - 5:30 pm.
- **Basketball seasons:** June – August, December – February.
- **Volleyball, Soccer, and Flag Football seasons:** September – November, March – May.
- **Baseball and Softball seasons:** March – May, July – August.
- Exact schedule will vary on a weekly basis, based on program needs.

**Description of Duties**

Duties include, but are not limited to

- Supervising participants, mentoring volunteer coaches, and parents over the phone, through email, and in person.
- Communicating effectively with all participants, parents, and volunteer coaches.
- Distributing and providing updated information to all participants in the program.
- Assist with evaluations, drafts, training, and coach's meetings.
- Organize team rosters, practices, and game schedules.
- Ability to coach/ manage multiple teams or classes.
- Officiate and score keep games.
- Preparing the gym/fields and equipment for practices and games.
- Ensure safety and good sportsmanship are always being practiced.
- Assist with any additional duties as needed for the effectiveness of the program.
- Be able to resolve conflicts between patrons.
- Create a safe learning environment for all participants.

**Qualifications**

- High School Diploma or GED equivalent.
- Background in recreation and sports leagues.
- First Aid / CPR certified preferred.
- **Minimum of 1 year coaching at least two (2) youth sports: basketball, volleyball, soccer, flag football or baseball and softball.**
- Knowledge of rules and game day procedures.
- Committed to providing outstanding customer service and demonstrating strong interpersonal skills.
- Excellent organizational skills, ability to prioritize center programming.
- Ability to work independently.
- Proficient with Microsoft Word, Excel, and PowerPoint.
- Strong verbal and written communication skills.
- Ability to lift up to 25 lbs. and carry sports equipment and supplies as needed for programming.
- Must be available the entire shift assigned for the duration of the program.
- Enthusiastic, responsible, and reliable
- Ability to supervise adults and children.
- Must be able to speak and make presentations in front of large groups.

**To Apply**

Email resume to:

Email: [Christina.Henry@lacity.org](mailto:Christina.Henry@lacity.org) , [Liseth.Orrego@lacity.org](mailto:Liseth.Orrego@lacity.org)

Subject: Recreation Assistant – Sports Staff

**Last Day to Apply:** Tuesday, February 25<sup>th</sup>, 2025