

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS
Loren Miller Recreation Center
2717 S. Halldale Avenue, Los Angeles, CA 90018 • (323) 734-4386

Recreation Assistant – Sports Classes/Clinics and Leagues

Available Hours: Year-Round hours will vary
5pm-9:00pm, Monday-Friday for Classes/Clinics
5pm-9:00pm, Monday-Friday for Sport Leagues
8:00am-5:00pm, Saturdays for leagues, classes, & clinics
0-20 hours a week to start

Job Description: Seeking a candidate proficient in teaching sport clinics, coaching, and score-keeping in Sport Leagues. Must have sport skill ability in one or more of the following sports: Basketball, Soccer, Baseball, and Volleyball.

Responsibilities:

- Teach sport classes/clinics to children 3-15 yrs. old
- Prepare sequential, age-appropriate lessons plans for clinics and implement lesson plans in classes/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 Fields/Courts for games.
- 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/or the Facility Director.
- Any other duties as assigned by the Facility Director or the Recreation Coordinator.

Qualifications:

- Prior experience in sport leagues and Sport skill ability in one or more of the following sports: Basketball, Soccer, Baseball, and Volleyball.
- Obtained working knowledge of rules, strategy, field/court dimensions and coaching
- Scorekeeping and/or Game Officiating Abilities
- Ability to follow city policy and procedure in maintaining accurate registration and payment records of all participants.
- Ability to follow directions, be on time, and reliable.
- Must be CPR & First Aid certified by the first day of work.

To Apply:

Send resumes to: stephen.sayward@lacity.org
Subject Line: Recreation Assistant Position
Attn: Stephen J. Sayward, Facility Director

Last Day to Apply: March 7th, 2025