



City of Los Angeles Department of Recreation and Parks
ROBERTSON RECREATION CENTER
1641 Preuss Rd., Los Angeles, CA 90035 (310) 278-5383



Robertson.RecreationCenter@LACity.org LAParks.org/RecCenter/Robertson
[@RobertsonRecreationCenter](#)

RECREATION ASSISTANT: ADULT BASKETBALL PROGRAM

4 Positions *Salary \$20.19

(The current salary range is subject to change. You may confirm the starting salary before accepting a job offer.)

AVAILABLE HOURS: SPRING & SUMMER SESSION

- **0- 3 hours per week** based on enrollment, budget, & operational needs.
- Must be available the entire session **WEDNESDAYS 7:30 PM-10:30 PM**

RECREATION ASSISTANTS (RAs) provide prompt, efficient, and courteous guest services, follow Department Policies, Procedures, & Trainings, & assist Director with organizing, planning, & directly leading recreation activities & special events for Children, Teens, Adults, & Seniors. RAs are PART-TIME, AT-WILL employees, who may pick up shifts at multiple other City of L.A. RAP locations, when applicable, while not exceeding a maximum of 1040 hours per year.

**The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.*

JOB DESCRIPTION: Under the direction & supervision of the Director, a **RECREATION ASSISTANT** plans, implements, oversees, & directly instructs an **ADULT BASKETBALL PROGRAM** with organized Paid Open Play Nights, Leagues, Tournaments, & Special Events in a safe & structured environment for Adults ages 18+ years old. RA's promote Robertson Recreation Center & its mission positively at all times, they lead by example, & maintain a professional, friendly, & collaborative rapport with all Participants, Staff, DIC, & other Agencies.

DUTIES & RESPONSIBILITIES include but are not limited to:

- Recruit, register, & maintain an ADULT BASKETBALL PROGRAM of 40-60 participants.
- Submit SEASONAL proposed plans, schedules, flyers, budget, & equipment requests, etc. virtually to the Director for approval.
- Implement the plans effectively, & within budget & designated times.
- Provide organized, efficient, quality, & consistent ADULT BASKETBALL PROGRAMS.
- Maintain accurate weekly records & reports (i.e. Daily Game Summaries, Officials' Paperwork, NEAR, SOLR, upkeep of Binders, etc.)
- Input Officials' Payment Vouchers immediately each week.
- Outreach using flyers, face-to-face at local community organizations, capture pictures/videos, & other marketing tasks.
- Organize & implement scrimmages, games, leagues, tournaments, & create flyers & schedules for each via Canva.
- Prepare the facility/equipment (indoor & outdoor) for all activities within the designated times.
- Maintain our standards of safety, cleanliness, & order. Daily set-up/take-down, & sanitize supplies, equipment, & utilized areas.
- Conduct weekly deep cleanings, periodic organization of storage rooms, & updates of inventory as needed & as assigned.
- Assign in-house Staff Officials, then extend to other certified refs as needed. Be ready to Scorekeep/Officiate, as needed & as assigned.
- Communicate clearly with the Directors & Patrons via emails, reports, bulletin boards, newsletters, & Google Suites, on a daily/weekly basis, (or immediately in urgent cases).
- Address/solve program concerns efficiently & fairly according to Policy, Procedure, Trainings, & Director's standards.
- Ensure the overall safe & efficient execution of all park programs, special events, & operational tasks.
- Adhere to City & Departmental Policies & Procedures & perform related duties as required in the time allotted.

QUALIFICATIONS:

- Must be at least 18 years old to apply, responsible, punctual, & reliable.
- Proficient knowledge of rules, strategy, court dimensions, safety, etc.
- Have a growth-mindset & continuously research to use best-practices for effective & efficient programming.
- Proficient Computer Skills (Microsoft Office, Google Suite, Canva, Internet Navigation, social media, & Interdepartmental programs).
- Excellent Office & Customer Service Skills with Staff, Participants, & the Public.
- Lead by example, be adaptable to Director's feedback/direction, & maintain a positive, enthusiastic demeanor.
- Must be able to lift 50 lbs+, squat, jump, & run for extended periods of time & in diverse weather.

EDUCATION & EXPERIENCE:

- College courses/credits in Sports Administration, Physical Education, or similar are a plus!
- Experience working with this age group in individual & group settings.
- Certifications in Scorekeeping & Officiating (if hired, L.A. City Trainings available).
- First Aid & CPR Certified (if hired, L.A. City training available).
- Valid driver's license in good standing & Van Trained (if hired, L.A. City training available).

To Apply, Email Resume to:

Robertson.Recreation.Center@lacity.org

Subject Line:

APPLICATION - RECREATION ASSISTANT - "Your Name"

Last Day to Apply:

Until Filled by qualified candidates