



City of Los Angeles Department of Recreation and Parks

## ROBERTSON RECREATION CENTER

1641 Preuss Rd., Los Angeles, CA 90035 (310) 278-5383

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### RECREATION ASSISTANT (RA) - GIRLS BASKETBALL

3 Positions - \*Salary \$20.19

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

**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 a diverse & inclusive **GIRL BASKETBALL PROGRAM** in a safe & fun environment for ages 5-17 years old. RAs promote Robertson Recreation Center & its mission positively at all times, they lead by example, & maintain a professional, friendly, & collaborative rapport with all Participants, Parents/Guardians, Staff, Director, nearby Schools & other Agencies.

#### AVAILABLE HOURS: SPRING & SUMMER SESSION

- 0 - 12 hours per week.
- Hours are not guaranteed and are based on enrollment, budget, and operational needs.
- Must be available the entire session on **MONDAYS & WEDNESDAYS, TUESDAYS & THURSDAYS, or SATURDAYS**

#### DUTIES & RESPONSIBILITIES Include but are not limited to:

- Help recruit, register, evaluate, draft, train, & maintain a **GIRLS SPORTS PROGRAM** of 10-30 participants, 5-13 years old.
- Prepare the facility, indoor & outdoor, for practice/games, including daily setup, teardown, & custodial care of equipment, etc.
- Create weekly, sequential, progressive, age-appropriate lesson plans in designated divisions, & submit for approval.
- Recruit, train, & maintain Volunteers to consistently Coach, Scorekeeper, Officiate, & assist in the overall execution of the program.
- Coach multiple teams/divisions utilizing updated, positive methods & techniques for this age group.
- Maintain accurate daily attendance & registrations of participants in the appropriate Binders.
- Ability to coordinate & create practice/game schedules & leagues, score keep, & officiate as needed.
- Communicate weekly (or immediately in urgent cases) in verbal & written formats with Director, Staff, Parents, & Participants through newsletters, bulletin board postings, emails, social media, etc.
- Address/solve program concerns efficiently according to Policy & Procedure, the Standards set by Director, & properly document as needed, (Game Summaries, SOLRs, NEARs, Binders, etc.)
- Assist with additional program needs such as contacting patrons, important reminders, payments, inventory, ordering, distributing supplies, Opening/Closing Ceremonies, Picture Day, etc.
- General office duties include office coverage, answering phones, scanning, photo copying, filing, & logging in job order requests.
- Adhere to all Department Policies, Procedures, & implement Director's directives as instructed within delegated time frames.

#### QUALIFICATIONS:

- Must be at least 18 years old to apply, punctual, reliable, & display a great work ethic.
- Proficient knowledge of rules, strategy, court dimensions, safety, etc.
- Have a growth-mindset & continuously research to use best-practices for age-appropriate techniques, drills, & games conducive for guiding, connecting, & motivating youth.
- Proficient Computer Skills (Microsoft Office, Google Suite, Canva, Internet Navigation, & 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 30 lbs.+, squat, jump, & run for extended periods of time & in diverse weather.

#### EDUCATION & EXPERIENCE:

- College courses/credits in Child Development, Education, P.E., Psychology, Sociology, or related fields are a plus!
- Experience working with this age group in individual & group settings.
- 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.RecreationCenter@lacity.org](mailto:Robertson.RecreationCenter@lacity.org)

**Subject Line:**

APPLICATION - RECREATION ASSISTANT - "Your Name"

**Last Day to Apply:**

Until Filled by qualified candidates