



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](mailto:Robertson.RecreationCenter@LACity.org) [LAParks.org/RecCenter/Robertson](http://LAParks.org/RecCenter/Robertson)

[@RobertsonRecreationCenter](#)



### RECREATION ASSISTANT: TEEN 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- 16 hours per week based on enrollment, budget, & operational needs.
- Must be available the entire session with a **minimum of (2) consistent days a week** between **MONDAYS-SUNDAYS**.

**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 **TEEN BASKETBALL PROGRAM** in a safe & fun environment for ages 11-17 years old. Promotes Robertson Recreation Center & its mission positively at all times, leads by example, & maintains a professional, friendly, & collaborative rapport with all Participants, Parents/Guardians, Staff, Director, nearby Middle/High Schools & other Agencies.

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

- Recruit, register, train, & maintain a Teen Basketball Program of 20-50 T(w)eens.
- Submit monthly lesson plans virtually to Director for approval. Implement the plans effectively & within budget.
- Provide progressive, technical training, support, feedback, & safety guidance as appropriate to the sport & our Athletes.
- Create weekly sign-in sheets, maintain accurate records & reports (i.e., Officials' Paperwork, NEAR, SOLR, upkeep of Binders, etc.)
- Outreach with flyers, face-to-face at schools, capture pictures/videos, tabling events, & other marketing tasks, etc.
- Organize & implement practices, games, leagues, tournaments, & create flyers & schedules for each.
- Prepare the facility/equipment (indoor & outdoor) for drills, practice, scrimmage, or game.
- 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 Scorekeeper/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, & Directors' 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, punctual, & reliable.
- 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, 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 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.Recreation Center@lacity.org](mailto:Robertson.RecreationCenter@lacity.org)

**Subject Line:**

APPLICATION - RECREATION ASSISTANT - "Your Name"

**Last Day to Apply:**

Until Filled by qualified candidates

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