

City of Los Angeles Department of Recreation and Parks  
**BRANFORD RECREATION CENTER**  
13306 BRANFORD STREET, ARLETA, CA 91331 (818) 893-4923

**RECREATION ASSISTANT**  
Baseball & Softball Staff (4 positions)

**Available Hours**

0-20hours a week

**Schedule of Hours**

- Monday - Friday, 4:00 pm - 9:00 pm.
- Saturdays, 7:00 am - 5:00 pm.
- Baseball seasons September through November and March through June.
- Exact schedule will vary on a weekly basis based on program needs.

**Description of Duties**

Duties include, but are not limited to

- Supervising participants, volunteer coaches, and parents.
- 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 coaches meetings.
- Organize team rosters, practices, and game schedules.
- Be able to coach or teach multiple teams or classes.
- Umpire and score keep games.
- Preparing the gym 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.
- Create a learning and safe environment.

**Qualifications**

- High School Diploma or GED equivalent.
- Background in recreation and sports leagues.
- Experience coaching youth baseball or Softball of all ages for boys and girls.
- Knowledge of rules and game day procedures.
- Committed to providing outstanding customer service and demonstrating strong interpersonal skills.
- Excellent organizational skills, ability to prioritize
- Able to work independently.
- Proficient with Microsoft Word, Excel, and PowerPoint.
- Strong verbal and written communication skills.
- Ability to move, carry sports equipment and supplies as needed for programming.
- Must be available the entire shift 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.
- First Aid / CPR certified preferred.

**To Apply**

Email resume to:

Email: [gabino.quiroz@lacity.org](mailto:gabino.quiroz@lacity.org)

Subject: Baseball or Softball position – Recreation Assistant

**Last Day to Apply:** November 8<sup>th</sup>, 2023

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)