



Mason Recreation Center
10500 Mason Avenue, Chatsworth, CA 91311
(818)998-6377
mason.recreationcenter@lacity.org



Recreation Assistant

Sport Clinics and Leagues

Available Hours: Year – Round (Monday – Saturday), Monday – Friday 3:00pm – 7:30pm (clinics)
Monday – Friday 4:30pm- 9:30pm (leagues),
Saturdays/Sundays 8:00am – 8:00pm (leagues)
(Hours vary depending on availability and program needs)

Job Description: Assist in all areas of the sports programs at Mason RC. Will be responsible for leading clinics/classes, developing clinic lesson plans, coaching sports teams, preparing fields/courts, scorekeeping and other operational needs of sport programs.

Sport skill ability in one or more of the following sports preferred: Volleyball, basketball, t-ball/coach pitch/baseball, soccer and flag football.

Duties Performed:

- Lead sport clinics to children ages 3-16 years old.
- Prepare age-appropriate lesson plans for various skill levels.
- Set up/clean up sport program areas
- Interact with patrons, participant and parents in a professional manner.
- Assist in preparation of league evaluations, drafts and scheduling documents.
- Assist with maintaining inventory lists of all supplies and equipment.
- Assist in organization, implementation, and supervision of youth sport programs, as directed by the coordinator and director in charge.
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Qualifications: Applicants must be at least 18 years old.

- Experience in the sports listed above.
- Ability to work with children ages 3-16.
- Ability to communicate clearly and concisely, orally and in writing, with children and adults
- Exercise good judgement, courtesy and tact with staff and the public.
- Ability to follow city policy and procedures
- Ability to participate in all coaching activities including walking, standing and demonstration of event skills which may include running and jumping, squatting, kneeling, lifting/carrying at least 20lbs.
- Must be passionate about teaching/ coaching and self-development

To apply:

Send resume to: dara.tabibian@lacity.org

Subject; Recreation Assistant

Last Day to Apply: February 27, 2024

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/online/docs/2021/21-0921_ord_187134_8-24-21.pdf: