

City of Los Angeles Department of Recreation and Parks

MacArthur Park Community Center

2230 W. 6th Street, Los Angeles, CA 90057 • 213-368-0520

RECREATION ASSISTANT

Available Hours: Year-round, hours will vary based on registration and program needs. Monday– Friday: 4pm-8pm and Saturdays: 9am-4pm

Job Description:

Seeking candidates proficient in coaching, score-keeping, and teaching sports clinics.

Qualifications:

- Experience in sport leagues and sport skill ability in one or more of the following sports preferred: wrestling.
- Knowledge of rules, strategy, and field/court dimensions, and coaching preferred
- Scorekeeping and/or Game Officiating Abilities
- Follow city policy and procedure in maintaining accurate registration and payment records of all participants

Duties:

- Teach sport clinics to children 3-15 years' old
- Prepare sequential, age-appropriate lessons plans for clinics and implement lesson plans in clinics. Assist in preparing evaluations and drafts for age divisions, sport league evaluations, scheduling of games and practices, score keep and/or officiate as needed and delegated
- On-going evaluation of game officials during games: mechanics, knowledge, and control of game.
- Preparation of gym and setup of practices
- Assist in uniform distribution
- Custodial care of equipment and supplies associated with sports program
- Interact professionally with parents and participants
- Assistance in organization, implementation and supervision of the Youth Sports Program, as directed by the Recreation Coordinator and the Park Director

To Apply

Send resume to: Stephanie Galvez

Stephanie.Galvez@lacity.org

Subject: Recreation Assist. SPORTS—(your name)

Last day to apply: 2/27/2024

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/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf