



City Of Los Angeles • Department of Recreation & Parks  
**CHEVIOT HILLS RECREATION CENTER**  
2551 Motor Avenue  
Los Angeles, CA 90064  
(310) 837-5186 • [cheviotills.recreationcenter@lacity.org](mailto:cheviotills.recreationcenter@lacity.org)

## **Sports Staff (Recreation Assistant)**

**Description of Duties:** Cheviot Hills is seeking a candidate proficient in all aspects of sports leagues and league management: for basketball, volleyball, baseball, flag football, soccer, and adult sports. Responsibilities include checking and replying to emails, phone assistance and registration, scheduling, communicating with participants, parents/guardians, coaches and staff. Assist with setup and breakdown of equipment for practices and games. Candidate must be able to teach sports leagues as directed by Park Director(s) & Recreation Coordinator.

Applicants must be PC-literate including proficiency in registration software and Google Suite. Must have strong communication skills and the ability to take initiative.

**Available Hours:** Weekdays between 9am - 10pm and/or weekends between 9am - 5pm. 10-20 hours per week.

**Qualifications:** Experience working with a variety of personalities. Strong customer service and communication skills. Work independently and collaboratively as needed. Ability to problem solve and be flexible to last minute changes. Willingness to follow directions, be on time and be reliable. Basic knowledge of sports including basketball, flag football, volleyball, baseball and soccer. Must be able to lift up to 30 pounds. Experience with scorekeeping and or game officiating experience preferred but not required for consideration.

**To Apply:** Send Resume to:

Patrick Russell  
Cheviot Hills Recreation Center  
2551 Motor Avenue, Los Angeles, CA 90064  
(310) 837-5186  
[patrick.russell@lacity.org](mailto:patrick.russell@lacity.org)

**Last Day to Apply:**

March 1<sup>st</sup>, 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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)