

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  
SPORT PROGRAMS**

**Available Hours:** Year-round, hours will vary based on registration and program needs. 8 Rec Assistant Positions available. 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: Softball/Baseball, Basketball, Soccer, and Dance.
- 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 Fields / Courts for games
- 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: December 28th, 2022**