

**Recreation Assistant – Volleyball Staff**

*Open to all qualified candidates*

**Available Positions:** 2

**Job Description:** Looking for responsible, energetic, and Volleyball Staff to help run smooth execution of Volleyball both adult and youth programs.

**Available Hours:** 3-10 hours per week.

Hours will vary daily/weekly depending on enrollment, programmed activities, budget, and Director's discretion.

**Required Availability:** April 10<sup>th</sup> 2016

Monday through Friday between 4:00pm-9:00pm and Saturdays between 8:00am-5:00pm.

Shift will be between 2 hours and maximum of 10 hours per week and hours will vary according to league enrollment, practice and game schedules, league needs and budget, and Directors' discretion.

**Description of Duties:**

Proficient knowledge of the sports rules and how to teach fundamental skills in a safe, organized, and fun format.

Ability to communicate effectively with various groups; parents, volunteer coaches, participants, and staff/Directors.

Bilingual in English/Spanish a plus. Communicating with athletes, parents, coaches, staff and Directors in writing and via all pertinent bulletin boards on a weekly basis.

Advanced computer skills (Word, Excel, Publisher, Internet, and Social Media, etc.) and knowledge of Rec Trac registration system (training to be done on the job).

Assist Directors in planning, implementing, and overseeing all programs that occur during this shift.

Recruiting and maintaining athletes and coaches and promoting Delano Recreation Center and its mission positively at all times, and maintaining a great relationship with all patrons, coaches, participants, and staff. Planning and leading division practices and evaluations, conducting drafts, and coaches'/parents' meetings/trainings, etc.

Making practice plans, rosters, and game schedules, coordinating with nearby parks if leagues need to be combined.

Recruiting, training, and maintaining officials, scorekeepers, and volunteers and assigning adequate coverage for games/practices.

Ensuring all necessary paperwork is on file for all officials/scorekeepers and volunteers.

Officiating (in proper uniform) and/or scorekeeping whenever is necessary.

Setting up and cleaning up before and after all games and practices.

Conducting opening and closing ceremonies and helping with other sports related special events.

Address/solve league concerns efficiently according to policy and procedure and the standards set by Directors, correctly filling out necessary paperwork if issues arise (collecting witness accounts, incident reports, nonemployee accident reports, following up, etc.)

Leading by example, maintaining a positive, enthusiastic demeanor, and exemplifying great customer service at all times.

Ensuring the overall smooth execution of all leagues during this shift.

**To Apply:** Send resume to or apply with:

**Craig Edemann**

**E-mail:** [craig.edemann@lacity.org](mailto:craig.edemann@lacity.org)

**Phone:** (818) 756-8529

**Last Day to Apply:** October 16<sup>th</sup> 2017