

City of Los Angeles Department of Recreation and Parks

# HUBERT HUMPHREY RECREATION CENTER

12650 Filmore Avenue, Pacoima, CA 91331 • Phone: (818) 896-6510

## Recreation Instructor – Track & Field

**Available Hours: 0-10/week - (hours between Monday – Friday 3pm -7pm)**

(Hours may vary depending on the needs of the program.)

Positions Available: 2

### Description of Duties:

Assist recreation coordinator with center program needs including but not limited to:

- Set-up and break down supplies and equipment for track and field events, practices, track meets, etc.
- Create and implement lesson plans; Instruct participants in rules, regulations, equipment, and techniques of the sport
- Organizes and directs individual and small group practice activities/exercises
- Assesses student's skills, monitors students during competition and practice
- Supervise athletes during practices and competition.
- Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.

### Qualifications:

- Must be self-driven and plan daily activities for children and adults at the beginning, intermediate, and advanced level.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Must have the ability to be upbeat and energetic throughout each lesson.
- At least 3-5 years of experience enrichment and sports programs. Previous instruction required.
- Candidates must be available during specified hours
- Candidates must be professional and possess good work ethic
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with children.

**To Apply:** Send resume to:

Juchell Wardlow, Recreation Coordinator  
Hubert Humphrey Recreation Center  
12650 Filmore Avenue  
Pacoima, CA 91331  
Email: [Juchell.wardlow@lacity.org](mailto:Juchell.wardlow@lacity.org)

**Last Day to Apply:** August 8, 2017