

**CITY OF LOS ANGELES \* DEPARTMENT OF RECREATION AND PARKS  
LINCOLN PARK RECREATION CENTER  
3501 Valley Blvd. Los Angeles, CA. 90031  
Phone: (213) 847-1726**

**RECREATION ASSISTANT – GIRL’S SPORTS (VOLLEYBALL / BASKETBALL)**

**Available Hours:** Must be available between the hours of 3:00pm to 9pm and /or Saturdays.

**Job Description:** Seeking a candidate proficient in assisting staff with sport clinics and drills for girls volleyball and basketball. Able to assist with developing schedules, flyers and promotion of the programs.

**Duties:**

- Assist with organizing age appropriate drills for volleyball and basketball.
- Assist with the evaluate participants skill levels.
- Assist with maintaining class roster and sign in sheets.
- Interact professionally with parents and participants.
- Set-up / break down equipment and store equipment properly.
- Be knowledgeable of all class and sport information.

**Qualifications:**

- Must have 2 years experience assisting with the sport.
- Must be able to assist with sport clinics of various ages.
- Assist with scorekeeping and sport drills.
- Must be able to follow all Recreation and Parks department policies and procedures and maintain accurate attendance and payment records for all participants.
- Must have some office management skills

**To apply:** Send resume to [louise.merritt@lacity.org](mailto:louise.merritt@lacity.org)

**Last Day to Apply:** September 13, 2017