

**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 – SPORTS PROGRAM

Available Hours: Year-Round hours will vary. Must be available 4:30pm – 9pm
And /or Saturdays.

Job Description: Seeking a candidate proficient in assisting staff with sport clinics for basketball, baseball, softball and soccer. Assist with all duties of the youth sports programs including electrical technician abilities.

Duties:

- Assist with organizing age appropriate drills for seasonal sport and clinics.
- Assist with the evaluate participants skill level for seasonal Sport.
- 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
- Able to set up a projector, sound system, lights for games and banquets

Qualifications:

- Must have knowledge of seasonal sports.
- Must be able to assist with sports 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 be able to set-up and run a projector, PA system and lights for all sports special events.

To apply: Send resume to louise.merritt@lacity.org

Last Day to Apply: September 13, 2017