

City of Los Angeles Department of Recreation and Parks

RESEDA RECREATION CENTER

18411 VICTORY BLVD., RESEDA CA 91335; 818-881-3882

RECREATION ASSISTANT – SOCCER 2017

Available Hours: 0-20 hours/week: hours will vary on games and program needs
Monday - Friday between the hours of 4:00-9:00pm
Saturdays 7:00am-3:00pm

Job Description: Under the general supervision of the full-time staff, the recreation assistant will assist with the fall soccer league. Candidates may also assist with office work, performing a variety of office duties including answering phones, customer service, provide information regarding program, and process and distribute written materials in relation to the program.

Duties and Qualifications:

- Thorough knowledge of soccer is mandatory
- Ability to officiate various divisions is mandatory
- Ability to move, carry and set up sports equipment, and other supplies needed for programming
- Responsible, reliable and professional
- Enforce rules and support city policy, procedure, guidelines and trainings
- Ability to multi-task and work as part of a team
- CPR/first aid certified

To Apply: Send Resume to:
David Ruiz, Recreation Coordinator
Reseda Recreation Center
18411 Victory Blvd.
Reseda, CA 91335
818-881-3882
David.Ruiz@lacity.org

Resumes due on or before August 25, 2017

Last Day to Apply: August 25, 2017