

City of Los Angeles Department of Recreation and Parks

Wabash Recreation Center

2765 Wabash Ave, Los Angeles, CA 90033

PHONE: 323-262-6534

Wabash.recreationcenter@lacity.org

**RECREATION ASSISTANT, SPORTS
CLINICS, LEAGUES (5)**

Available Hours:

Year-Round hours will vary

Monday –Friday: 4:00p.m.-7:30 p.m. for Sports Clinics.

Monday – Friday: 5:30 p.m.-9:30 p.m. for Sports
Leagues.

Saturday: 8:00 a.m.-3:00 p.m.

Office hours vary (0-10 hours) a week to start

Job Description:

Seeking a candidate proficient in teaching clinics, coaching, scorekeeping and field setup for Youth Sport Leagues. Must have sport skill ability or knowledge in one or more of the following sports: Basketball, Soccer, Flag Football, Baseball, Softball and Volleyball. Assist in the office with processing and inputting participants.

Qualifications:

- Prior experience in sport leagues and sport skill ability in one or more of the following sports: Basketball, Soccer, Flag Football, Baseball, Softball and Volleyball.
- Prior working knowledge of rules, strategy, field/court dimensions and coaching.
- Scorekeeping and/or Game Officiating Abilities.
- Ability to follow city policy and procedure in maintaining accurate registration and payment records of all participants.
- Assist with processing and inputting participants
- Effectively communicate through oral and written communication.
- Attend all planned program trainings and meetings.

Duties:

- Teach sport clinics to children ages 3-17 yrs. old.
- Prepare sequential, age-appropriate lessons plans for clinics and implement lesson plans in clinics.
- Assist in Preparing evaluations and drafts for age divisions, sport league evaluations, scheduling of games and practices, scorekeeper and or officiate as needed and delegated.
- On-going evaluation of game officials during games: mechanics, knowledge, control of game.
- Preparation of Fields / Courts for games.
- Assist in uniform distribution.
- Custodial care of equipment and supplies associated with sports programs.
- Interact professionally with parents and participants.
- Assistance in organization, implementation and supervision of the Youth Sports Program, as directed by the Coordinator and the Facility Director.
- Any responsibilities assigned by the Facility Director or the Recreation Coordinator.

To Apply:

Send resumes to:

Francisco Cerritos – francisco.cerritos@lacity.org

Recreation Facility Director

Last Day to Apply: February 11th, 2026