

# CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS

## Michelle and Barack Obama Sports Complex at Rancho Cienega

5001 Obama Blvd, Los Angeles, Ca 90016

Ph. (323) 290-3141

### RECREATION ASSISTANT

*Specialty Sports Training, Specialty Fitness, Specialty Classes, Specialty Sports*

#### **Available Hours**

0-20 hours per week; various shifts Monday-Friday, hours vary, some scheduling flexibility (daytime, evening, weekends) may be available. Hours are not guaranteed and based on program enrollment.

#### **Job Description:**

The Recreation Assistant provides prompt, efficient, and courteous guest services, follows departmental policies and procedures. Recreation Assistant work closely with supervisors and assist with program planning and implementation of specialty classes for youth, teens, adults and seniors. This is an At-Will position. A Recreation Assistant could be required to work weekdays and/or weekends, based on center needs. Recreation Assistant with experience in any of the following; Track and Field, Boxing, Football Trainer.

#### **Description of Duties:**

- Plan, teach, recruit and supervise safe group specialty classes for seniors, adults, teens and youth.
- Responsible for planning its own lesson plans and activities for the classes.
- Areas of instruction may include fitness, dance, run training, circuit fit training, and boxing.
- Responsible to provide safe fundamental techniques of the designated sport throughout the season.
- Will have full responsibility for the overall supervision and development of the designated sport.
- Follow any specific sport fundamentals, sport guidelines, citywide guidelines.
- Responsible for training in conduct, ethics and sportsmanship for all participants.
- Responsible for distribution, collection and general keep up of all uniforms and equipment and providing an end of the season inventory.
- Oversees the safety conditions of the workout area and equipment use.
- Reports unsafe working conditions, safety hazards, patron's injuries or concerns.
- Promote and recruit for the track and field, boxing or football program.
- Setup preseason parent orientation meeting to review eligibility, athletic code, team rules, and risk factors for all participants.
- Complies with time restraints for practice schedules and/or games.
- Plan and implement the scheduling of team activities, tryouts, practices, game plans, and off season activities. Plan and implement any special event participation to showcase the sports program.
- Design and facilitate program according to age group serving. Provide a positive reinforcement and encourage a fun and supportive atmosphere.
- Provide fitness training for groups and/or personal training.
- Manage a group of 10-30 participants.
- Make sure all participants are properly registered on RecTrac, prior to starting program.
- Keep effective communication with participants and other instructors regarding any class questions or concerns. Communicate regarding room usage with supervisors.
- Some activities might be conducted outdoors and may be exposed to the sun and heat for a prolonged periods of time. Indoor exposures might include dust, noise, chemicals and water.
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: special events presentation or assistance, office, room organization).
- Facilitate under physical demands: moderate physical work requiring lifting up to 25 pounds; regular walking, standing, regular climbing, bending, kneeling and crouching; hand/foot/eye coordination.
- Participate in all required trainings and meetings.

#### **Qualifications**

- A minimum of one year of track & field coaching experience at the high school, club or collegiate level.
- A minimum of one year of Boxing, trainer certificate in health and/or fitness, is desirable.
- Football trainer with a minimum of 2 years as high school, club or collegiate level trainer.
- Able to work independently and effectively respond to difficult or emergency situations.
- Ability to communicate in a positive, professional and effective way with supervisors, patrons and community partners.
- Able to follow instructions, be on time, and reliable.
- Excellent organizational skills and time-management skills and an ability to work with different sports.
- Demonstrate ability to serve as a positive role model for sports participants and a commitment to holding all participants with same program standards.
- A written verifiable record of placing appropriate emphasis on good sportsmanship, academic excellence, positive attitudes and character.
- Must be 18 years or older.

**To Apply** Send resume to: [Phillip.Wiley@lacity.org](mailto:Phillip.Wiley@lacity.org) **Last Day to Apply**: May 15<sup>th</sup>, 2026