

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS
Van Ness Recreation Center
5720 2nd Avenue Los Angeles, CA 90043
Recreation Assistant
Salary 23.92

Available Hours:

0-15 hours per week

Year round

Various shifts Sunday-Saturday, ex: 7:00 am-1:00 pm or 12:30-6:30 pm (6hrs). Hours are not guaranteed and based on program enrollment.

Job Description: Seeking motivated, professional candidates who will work in youth sports, active play classes and adult programming.

Responsibilities:

- Help recruit, register, evaluate, draft, train & maintain a youth sports program for participants age 3-16 and adults.
- Prepare the facility, indoor and outdoor for practice/games, including daily set up, teardown and custodial care of equipment.
- Be able to coach, score keep, officiate, and assist in the overall execution of the program.
- Create age-appropriate lesson plans for designated divisions and submit for approval to full time staff.
- Coach multiple teams/divisions utilizing updated, positive methods and techniques for this age group.
- Communicate weekly (or immediately in urgent cases) in verbal and written formats with Director, staff and parents.
- Address/solve program concerns efficiently according to policy and procedure, properly document as needed.
- Assist with other program needs such as contacting patrons, payments, inventory, ordering, distributing supplies, opening/closing ceremonies, picture day.
- General office duties, answering phones, scanning, photo copying, and filing.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Adhere to all Department policies, procedures and implement Director's directives as instructed within a delegated time frame.

Qualifications:

1. Experience working with a group of 10-12 children, ages 3-16 years old, in sports and camp environment.
2. Proficient knowledge of rules, strategy, court and field dimensions, safety etc.
3. Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
4. Be physically able to participate in all sporting activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
5. Ability to have exposure to the sun
6. Lead by example, maintain a positive, enthusiastic demeanor, excellent customer service skills and reliable.
7. Have a good understanding of varying sports; volleyball, soccer, basketball, flag football, Baseball, Softball

To Apply:

Send resume to: vanness.recreationcenter@lacity.org (not all resumes will receive a response)

Last Day to Apply: May 15th, 2026