

City of Los Angeles Department of Recreation and Parks

# VALLEY PLAZA RECREATION CENTER

12240 Archwood Street, North Hollywood, CA 91606 • Phone: (818) 765-5885

## Recreation Instructor – Karate

**Available Hours: 0-20/week between Monday – Friday 9am-9pm, Saturdays 9am-5pm**

(Hours may vary depending on the needs of the program.)

\*5 Positions Available

### Description of Duties:

- Experience in instructing and/or implementing instructions karate/martial arts.
- Greet parents, youth and patrons during check-in and check-out.
- Facilitate and supervise activities in a recreation setting
- Must have reliable transportation
- Support the Recreation Director and Coordinator in maintaining a consistent program schedule for 8 weeks
- Ability to teach youth effectively in a positive environment
- Set-up and break down supplies and equipment for the programs including but not limited to lining fields, organizing game equipment, score tables, chairs, games, activities, crafts and more.
- Required to dress in appropriate attire
- Attendance and participation in community and recreation special events as necessary for planning the events, during the events, and cleaning up accordingly.
- Create and develop bond with the community and culture in a professional manner

### Preferred Qualifications:

- To be self-driven, professional, and possess good work ethic.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Must have the ability to be upbeat and energetic throughout program activities.
- At least 0-2 years of experience in enrichment and sports programs. Training is available
- Candidates must be available during all hours listed.
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with children.

**To apply please send your resume:**

Drop Off/Mail To:  Valley Plaza RC 12240 Archwood Street, North Hollywood, CA 91606	E-mail To:  <a href="mailto:Valleyplaza.recreationcenter@lacity.org">Valleyplaza.recreationcenter@lacity.org</a> <b>Subject:</b> VP Instructor – Karate/Martial Arts
---	---

**Last Day to Apply: February 2, 2024**

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)