

***Anderson Memorial Senior Citizen Center***

*828 South Mesa Street, Los Angeles, California 90731*

*310.548.7596*

**RECREATION INSTRUCTOR**

**Carpenter**

(2 Positions Available)

**Available Hours**

Hours varies, 0-10 hours per week; various shifts Monday-Saturday, 9:00 a.m. - 8:00 p.m. hours are not guaranteed and depending on classes, activities and event schedule.

**Job Description / Duties**

- Facilitate, instruct and supervise classes and or activities in a class setting, including, but are not limited to:
  - Preparing lesson plan and teaching weekly classes
  - Must be interactive with community members of all ages comfortably
  - Choreographing for end of the season recital or end of the season show
- Conduct instructional clinics and ability to teach
- Class, show/recital or demonstration related setup, cleaning, and breakdown
- Communicate effectively with students, patrons, volunteers, director and staff
- Attend to any individual needs of the participants, ex: injuries.
- Support the Director in establishing rules and emergency procedures with participants.
- Some activities may be outdoors and may be exposed to the sun and heat for a prolonged periods of time.
- Other assigned duties as assigned by Director (ex: organize registration binder, activity related office work, registration, check payments, errands related to Anderson SSC and etc.)

**Qualifications**

- Must be at least 18 years of age.
- Valid Driver's License.
- Must have knowledge of the Carpentry and received a certificate in Carpentry.
- 2 years of full-time professional experiences.
- Experience and ability to lead, problem solve and communicate effectively with parents, youth, co-workers, other companies or organizations and supervisor.
- Ability to participate in all dance related activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying up to 25 pounds of equipment.
- Must be able to follow directions, **be on time, self-motivated, critical thinking, reliable, able to follow directions and chain of command.**
- Capable of taking supervisory directions from director.
- Bilingual in Spanish, Chinese, or Korean is desired.

**To Apply**

Send resume to: [hua.ling@lacity.org](mailto:hua.ling@lacity.org)

Must include: **APPLY for Recreation Instructor** in subject line

Last Day to Apply: September 23, 2024