

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

## **CHEVY CHASE RECREATION CENTER**

4165 CHEVY CHASE AVE  
LOS ANGELES, CA 90039  
PHONE: # 818-550-1453

### **RECREATION ASSISTANT**

ONE POSITION AVAILABLE

#### **HOURS AVAILABLE**

9:00AM TO 12PM, MONDAY, TUESDAY, WEDNESDAY & THURSDAY

WEEKLY AVAILABLE HOURS: 10 TO 12 HRS PER WEEK

**Description of Duties:** To work as a Recreation Assistant in our Pre-school Program; must be able to work with teaching staff on related Curriculum and /or daily Lesson Plan for ages 2 years to 5.

- Assist teaching staff with various learning games and alphabetical songs
- Play and teach number counting games in a classroom setting
- Foundational skills development including letters, numbers, days of the week, months, and color recognition activities
- Monitoring the social interactions of students in a classroom and playground setting
- Time management to include free play, lunch and other classroom activities; and supervising the social behavior and interaction of all pre-school students

**Qualifications:** Ability to teach in a preschool setting and/or childcare experience required

- Possess 2 or 3 years experience working with pre-school/or childcare programs
- Ability to communicate in English and Spanish with parents and children
- Must have available time to work from 9am to 12pm, Monday through Thursday
- Must pass a background check and finger print clearance to be hired

#### **TO APPLY, PLEASE CONTACT:**

Armando Martinez, Director C/O  
Chevy Chase Recreation Center  
4165 Chevy Chase Ave  
Los Angeles, CA 90039  
Telephone: (818) 550-1453  
E-mail: [Armando.m.martinez@lacity.org](mailto:Armando.m.martinez@lacity.org)

**LAST DAY TO APPLY:** January 20, 2020 or until filled.