



**City of Los Angeles  
Department of Recreation and Parks  
Citywide Aquatics Division**



# Seasonal Part Time Job Announcement Recreation Instructor – Kayaking

(Class Code: 2499) \*This position is exempt from Civil Service

**Pay Rate Scale: \$20.48 – \$ 30.41/ hour (Rec Inst A-D) based on Experience**

(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

**Available Hours: Estimate 10-30 hours per week Monday-Friday for the summer from 7am to 2pm;  
Saturday and Sunday for Fall, Winter, Spring**

**THIS EXAMINATION IS TO FILL SUMMER 2023 POSITIONS**

## Job Duties

- Ensure all safety protocols, policies, and procedures are implemented and followed at all times
- Communicate effectively with all participating entities (participants, parents, coordinator, volunteers, staff)
- Ability to adapt to change and maintain professionalism while following directions given by Aquatics and/or Parks management
- Conduct and perform the following: parent/camper meeting, participant evaluations, assign training groups and training times,
- Organize trip rosters, check-in and check-out participants/equipment
- Promote program involvement through the discovery of kayaking by utilizing best practice methods and a progressive step-by-step approach
- Assist with additional duties as needed for the effectiveness of the program
- Ability to participate in all related activities: walking/standing for long periods of time, squatting, kneeling, lifting/carrying up to 50lbs of equipment, standing in inclement weather, 4-6 hours of sun exposure
- Ability to work at various sites in Los Angeles and transport participants to different locations



**About the Program:** Learn-to-Kayak is a new program for Summer 2023. Youth will be taught about open water safety, equipment, and provide a bridge to the sport of kayaking for Angelinos ages 9-17 years old. The program strives to provide opportunities for Angelinos to experience an open water Olympic sport as well as techniques to build self awareness, self-esteem all while making friends and most importantly having fun.

## QUALIFICATIONS

- Strong background in kayaking equipment, including teaching progression, current techniques, and understanding of open water safety
- 2 years or more of consistent kayaking experience, coaching/teaching in an individual or group capacity and teaching kayaking classes to youth aged 9-17

**As a condition of employment and under close supervision of Citywide Aquatics Team Sports Coordinator and Aquatic Facility Manager, a Recreation Instructor must attend all in-service trainings, workshops, and be available to work for the entire season. Work assignment is restricted to the Learn-to-Kayak program unless given approval by the program coordinator.**

## REQUIREMENTS

1. **AGE:** 18 years of age by hiring date; proof of age with Driver's License will be required during the interview
2. **CERTIFICATION:** A Recreation Instructor must maintain a valid California Driver License throughout the course of employment.
3. **EXAMINATION**
  - WRITTEN SUBMISSION: Qualifying**
    - Cover Letter - Detailing why you are interested in being a kayak instructor for Learn to Kayak Program
    - Resume - Detailing qualifications for the position
  - ORAL INTERVIEW: Weighted 100%**
4. Candidates that meet the qualifications will proceed to the application submission.

**For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at:**

**[https://clkrep.lacity.org/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf)**

**(Download PDF reader)**

## APPLY ONLINE AT:

# <http://bit.ly/cwakayak>

Deadline to Apply:  
May 18, 2023



### **CORRESPONDENCE AND UPDATES WILL BE SENT VIA E-MAIL.**

We strongly advise applicants to add [citywide.aquatics@lacity.org](mailto:citywide.aquatics@lacity.org) to your e-mail address book/contacts and/or safe list, to ensure receipt of notifications and to check your junk/spam e-mail folder regularly. Should any of your contact information change, including mailing address, please notify our office.

### **FOR MORE INFORMATION CALL OR EMAIL CITYWIDE AQUATICS**

**Call (323) 906-7953 or Email: [citywide.aquatics@lacity.org](mailto:citywide.aquatics@lacity.org)**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome. Applicants or employees who believe that they have been discriminated against are encouraged to contact the Office of Discrimination Complaint Resolution at (213) 473-9123.

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For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>