



**Department of Recreation and Parks
EXPO CENTER**



**RECREATION INSTRUCTOR
(Part-time)**

Requirements/Abilities

- Available to work 10-20 hours per week;
- Read and understand technical material (software);
- Teach preschool age and senior citizens, computer and tech skills;
- Enjoy working with preschool age children and older adults;
- General knowledge of hardware and software systems;
- Experience with social media applications;
- Excellent verbal skills to instruct preschool age and older adult, computer and tech skills;
- Excellent computer skills;
- Ability to work independently with minimal supervision;
- Valid California driver license

Duties

- Create and teach wide variety of computer and tech related classes for preschoolers and older adults;
- Maintain Computer Lab (equipment repairs and replacement, software updates, security codes, etc);
- Troubleshoot computer related problems as necessary;
- Maintain and monitor social networks – Facebook, Instagram (per RAP specifications);
- Maintain inventory of computer supplies;
- Create and maintain work log to include status of ongoing assignments;
- Create weekly, monthly and quarterly reports;
- Design and administer surveys (Google docs)
- Other duties as assigned

Location

EXPO Center, 3980 Bill Robertson Lane, Los Angeles, CA 90037

To Apply

Contact Person: Mark Rose
Email: mark.rose@lacity.org

Deadline to Submit Application: Open until sufficient applications received.