

**City of Los Angeles Department of Recreation and Parks**  
**EXPO CENTER**  
**RECREATION INSTRUCTOR**

**Available Hours**

10 - 20 hours per week, some weekends and nights may be required.

**Job Description**

*The Clubhouse: Where Technology Meets Imagination.* The Clubhouse, established with the support of the global Clubhouse Network, offers young people (ages 10 to 18) from inner-city neighborhoods the opportunity to work on projects they find meaningful to their lives, using technology. The Clubhouse @ EXPO CENTER instructor will develop a sustainable Mentor Program, including recruiting, training and retaining quality mentors (volunteers) for our young people, including modeling high-quality mentoring by working directly with The Clubhouse @ EXPO Center members. The recreation instructor will receive on-site support from TCN and other Clubhouse staff for help with program development and implementation. The program provides support and resources for young people to pursue their interests and build upon their talents. In the Clubhouse, youth can design their own music, art, newsletters, robots, science simulations, computer games, and animation.

**Job Duties**

- Provide community outreach to involve a diverse group of young people, parents, teachers, and community leaders in the Clubhouse program.
- Help Clubhouse members develop projects (e.g., help them come up with ideas, gather materials, get started, locate mentors to work with them, and support their ongoing work).
- Conduct mentor outreach, recruit mentors, and build partnerships with local sources of mentors (i.e., colleges, businesses, etc.)
- Ensure the proper screening and candidate review, provide initial orientation and start-up support, provide ongoing training and support to mentors, and, when needed, facilitate positive endings to mentoring relationships
- Recruit, train, and support volunteer mentors, ensuring they work effectively with youth.
- Experience with computers and interest in technology as a creative and empowering tool.
- Support youth in planning for the future, including pursuing academic and job opportunities that leverage their Clubhouse skills and experience.
- Provide basic computer maintenance, including file management, trouble-shooting, and technical support to Clubhouse youth and mentors.
- Provide administrative support for the Clubhouse program, including keeping records of participants and keeping the Clubhouse space organized.
- Assist EXPO Center (host organization) in fundraising and publicity/marketing for the Clubhouse, communicating Clubhouse philosophy, goals, and results to external sources.
- Participate in the Clubhouse Network, attending Network meetings, sharing ideas and issues, and supporting collaborative projects across Clubhouses.
- Support other programs and activities of the EXPO Center organization with Clubhouse expertise and resources, as time permits. Desired skills and experience:
- Proven track record working with youth, in particular young people from underserved neighborhoods;
- Work experience in an informal learning environment;
- Experience with computers and interest in technology as a creative and empowering tool;
- Demonstrated ability to reach out to youth, parents, educators, and community leaders;
- Interpersonal skills, including an ability to get along with people of diverse backgrounds and abilities and a talent for making people feel welcome and included;
- A passion for learning and helping others to learn;
- Excellent organizational skills.
- Some travel required (Annual Conference, Regional Conference/Teen Summit)

**City of Los Angeles Department of Recreation and Parks**  
**EXPO CENTER**  
**RECREATION INSTRUCTOR**

**Minimum Qualifications**

- Proven track record in youth services, especially youth development and mentoring  
Bachelors of Science or Arts degree preferred.
- One (1) or more years of education experience with youth (ages 7-18) desired.
- Demonstrated ability to communicate effectively, both written and oral.
- Ability to work collaboratively with colleagues while utilizing leadership skills.
- Knowledge in Adobe Creative Suite, music and video production, photography, making and coding.
- Must be comfortable and confidence to learn skills alongside youth and adults.
- Excellent organizational skills, demonstrated by the ability to prioritize multiple tasks as well as a keen attention to detail.
- CPR/First Aid and City Vehicle Training desired
- Must have valid CA Driver License.

**TO APPLY**

Email resume to: [mark.rose@lacity.org](mailto:mark.rose@lacity.org)

Last day to apply: Until sufficient number of resumes submitted.