YEAR ROUND

RECREATION INSTRUCTORS
(Martial Arts, Aerobics, Yoga, & Gymnastics)

Available Hours: 2-10 hours per week, evenings and weekends; schedule may vary according to program schedule and demand.

Position Available: 2

Description of Duties: Recruit participants and maintain an active class roster of 10 or more students. Be timely and professional at all time; canceled classes are frowned upon and can result in limited growth of the program. Instructors are responsible for leading instruction and communicating with staff materials needed. Instructors will have 3 youth showcases a year. It is the instructors job to ensure their class is ready to present and be present for the presentation. Must be able lead youth/adult programs, leagues, competitions and clinics. Age groups 2.5-99 years of age. Must be professional, timely and exhibit excellent communication and customer service skills. Please see attached sheet for a more detailed job description.

Qualifications: Applicants must have prior experience and knowledge of the techniques and practices of the disciplines above: Martial Arts, Yoga, & or Gymnastics. Must be 18 or over with at least 4 years of teaching experience. Please make references available.

Ability To:
- Communicate clearly, and concisely, orally and in writing.
- Establish and maintain effective working relationships with parents, the public, staff, and other agencies.
- Exercise good judgment, courtesy, and tact with parents, the public, staff, and other agencies.
- Utilize quality customer service skills and techniques.

To Apply Send Resume To: La’Shield Williams, Acting Facility Director
Email: lashield.williams@lacity.org

Last Day to Apply: January 22, 2020 or until filled.
Instructor Duties

- Do a daily roll call
- Ask office staff for an enrollment roster at the beginning & end of each month to ensure all students are properly enrolled
- Ensure safety and make sure that participants are engaged
- Track their progress, and converse with parents/students when you deem necessary. Any concerns please bring them to the office immediately. Have staff log them in the log book.
- Lock up equipment used and make sure the space is safe and clean before and after class.
- At this time LHYC is not able to pay for sick or vacation time
  - LHYC instructors will be paid utilizing Center’s code: MRP 257
  - Please email / screen shot/ fax a copy of time sheet to center
  - Lashield.williams@lacity.org or Fax 323-225-2369

**15min non class rule:** If no students shows up after 15 min. Use this time to inventory/sanitize equipment, recruit or make phone calls. Instructor will be paid up to one hour. If instructor is late; 15 min is the maximum. Please call in advance so we can instruct students to wait. Beyond 15 min: class is canceled and instructor will not be paid for that session. Repetitive cancelation will result in dismissal from schedule.

Beware Avoid the Scare

- Homeless looking for shelter: Register guests need to have picture on file and rooms need to be kept locked if not in use.
- **People sneaking into the gym /classes without registering**
  - Please note if registration falls below 10 students class will be canceled. Everyone needs to be registered and paid in full in order to cover class supply and instructor costs.
- Teens/ Adult smoking and graffiti in restrooms & around building, please report any suspicious behavior.
- Members bringing in prohibited items like glass jars, chalk powder etc.