

City of Los Angeles Department of Recreation and Parks
Cheviot Hills Recreation Center
2551 Motor Avenue, Los Angeles, CA 90064
310-837-5186 office
cheviothills.recreationcenter@lacity.org

**Pre-K Program
Recreation Assistant**

Available Hours: Monday through Thursday shift from 9:00am-12:00pm; this shift is available August 2021 through May 2022.

Job Description: Pre-school Program Assistant helping lead the Little Learner's preschool Program. This person must be prepared to work in a team creating lesson plans, teaching and implementing lessons, set up and take down activities, keep preschool room clean, and feel comfortable running enrichment programs for children ages 3-5.

Duties Performed:

- Lesson Plan and Co-Lead
- Help students and parents
- Set up/ Take down, Clean Pre-school room and activities
- Assist with the needs of the program

Qualifications:

- Exercise good judgment, courtesy, and tact with staff and public
- Be able to create lesson plans and follow curriculum
- Be flexible and energetic.
- Communicate clearly and concisely, orally and in writing
- Establish and maintain effective working relationships with parents, the public, staff and other agencies
- Utilize quality customer service skills and techniques
- Be on time and ready to work

Experience and Education:

- Early Child Development
- Prior Preschool experience is a preferred

Due Date: August 2, 2021

To Apply:

Email resume to: kirstin.zullo@lacity.org