Available Hours: 2021-2022 LAUSD School year
Up to 15 hours a week (3pm-9pm Monday- Friday). Saturday and Sunday availability as needed

Description of Duties:
- Activity planning, and development of summer and/or seasonal programming
- Implementation of accepted programs designed and collaborated by staff and employee
- Minor supervisory positioning of special events, and some delegation responsibilities
- Responsible for the planning and delegating of programs that will need facilitating
- Phone answering, computer input, paper filing, flier distribution and making phone calls to distribute information to the public
- Working at special events, teaching classes, fundraisers and on field trips
- Manage and update social media websites/accounts
- Work as a team with other staff in planning trips, special events, daily, weekly and monthly activities for the teens of the program

Abilities:
- Dependable
- Able to work with, teach and mentor teens ages 11-18 yrs. require minimal supervision, and to work in a diversely urban area
- Ability to exercise good judgment, courtesy and tact with staff, teens and the public.
- Adaptability, in regards to the different situations and work environments, also clear communication skills, written and oral with staff, supervisor, patrons, and community members at large. Capture their attention, gain respect.
- Desire to work with youth.

Qualifications:
- A willingness to learn and open to new challenges
- Microsoft word
- Excel
- Publishing
- Bi-lingual preferred
- Valid California Driver’s License and van trained preferred
- 2 year minimum experience working with teens 11-18yrs preferred
- Valid California Driver License
- Van trained by start date.

To Apply:
Send Resume to: De Anna Tunstalle
Email: alginsutton.recreationcenter@lacity.org
Subject: CLASS Parks Rec Assistant

Last Date to Apply: August 18, 2021