Available Hours
Up to 20 hours a week

Hours
- Monday - Thursday, 8:30 pm - 12:30 pm.
- TBA - December 17, 2021.
- January 10 - June 10, 2022.
- Exact schedule will vary weekly based on program needs.

Description of Duties
Duties include, but are not limited to the following
- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program.
- Provide various experiences and activities for children including songs, games and storytelling.
- Organize weekly and monthly schedules and lesson plans of activities.
- Develop activities that introduce math and literacy concepts.
- Ensure children are supervised at all times.
- Establish routines and provide positive guidance, a safe and secure environment for children to feel comfortable.
- Clearly and effectively communicate in a manner that children understand.
- Integrate special needs children in a positive and respectful manner.
- Develop positive relationships and communicate effectively with parents.
- Maintain classroom equipment, work area, students' files/records.
- Ensure safety protocols and department policies are followed.
- Prepare, set-up, and breakdown of activities, games, and projects.
- Supervise up to 8 participants, boys and girls, ages 3 – 5.
- Assist with any additional duties as needed for the effectiveness of the program.

Qualifications
- Enthusiastic, responsible, reliable, professional, displays good judgment and the ability to inspire and motivate children.
- Availability the entire duration of the program is preferred.
- Experience teaching and working with children ages 3-5 years.
- Ability to supervise children and engage in all activities.
- Ability to move, carry and set up sports equipment, games, water-play equipment and other supplies needed for programming.
- Ability to follow direction and adapt to change and follow/implement trainings.
- Attendance at Mandatory Training.

To Apply
Email resume to: Email: gabino.quiroz@lacity.org
Subject: Pre K Staff – Recreation Assistant

Last Day to Apply: September 3, 2021