City of Los Angeles Department of Recreation and Parks
SEOUL INTERNATIONAL PARK
3250 SAN MARINO STREET, LOS ANGELES, CA 90006 (213) 383-7549

RECREATION ASSISTANT
PRE SCHOOL TEACHER
2 positions

Hours: Up to 20 hours a week
Monday - Friday, 8:30 am – 11:30 am
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:
• 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 preferred
• 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: Walidah Williams, walidah.williams@lacity.org
Subject: Pre K Staff – Recreation Assistant
Last Day to Apply: September 15, 2021