



**City of Los Angeles, Department of Recreation and Parks
Exposition Park Intergenerational Community Center
Ralph M. Parsons Preschool
841 West Martin Luther King Jr. Blvd.
Los Angeles, California 90037
(213) 763-5119, Ext. 264**



RECREATION ASSISTANT

3 positions available/Substitution position available

Available Hours

9:00am -1:00pm

1:00pm -5:00pm

2:00pm-6:00pm

WEEKLY AVAILABLE HOURS

Up to 20 hours/week; may vary.

Description of Duties: Preschool/Kinder Care Teacher

- Organizes, conducts and supervises activities for children ages 3 years to entering 1st grade.
- Responsible for creating and implementing monthly/weekly lesson plans.
- Assists in program publicity; keeps records and prepares related reports.
- Makes recommendations regarding the acquisition or replacement of supplies.
- Set-up facility for special events, classes and activities.
- Adheres to City and departmental policies and procedures; performs related duties as required.

Pursuant to City of Los Angeles Ordinance No. 187219, beginning Monday, November 29, 2021, PROOF OF COVID-19 VACCINATION will be required for individuals eligible for COVID vaccination to enter all indoor LA Parks facilities. All individuals that are eligible for COVID vaccination participating in indoor programming must show PROOF OF COVID-19 VACCINATION. For those unable to provide PROOF OF COVID-19 VACCINATION, alternative programming is available, information can be found here <https://bit.ly/rapalt>.

Qualifications

Knowledge of:

- Policies, procedures and regulation governing the conduct and safety of children.
- Methods and practices used in maintaining an effective program.
- First aid and health and safety practices.

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 services skills and techniques.

Experience and Education

Preferred Experience:

- At least 6 months to 1 year experience in a licensed child care facility.

Preferred Education:

- Completion of 12 units or more of college level courses in Early Childhood Education and/or Child Development. CORE Classes include Child Development 1, Child Development 2, Child Development 10, and Child Development 11

License or Certificate

- Possession of a valid California Driver's License
- Children Center Permit at Associate Teacher or above

To Apply: Send resume to or apply with: **Micha D. Mims**, (213) 763-5119, Ext. 264, **E-mail** Micha.Mims@lacity.org

Last Day to Apply: May 4, 2022