



City of Los Angeles, Department of Recreation and Parks  
Preschool Child Development Program



## **RECREATION ASSISTANT**

### **Available Hours**

9:00am -1:00pm

1:00pm -5:00pm

2:00pm-6:00pm

### **WEEKLY AVAILABLE HOURS**

15- 20 hours/week; may vary

Recreation and Park's Licensed Preschool Program is currently hiring recreation assistants throughout Los Angeles to work at our opening preschool sites. Currently, most of our facilities are still under renovation. Staffing placements will be prioritized for facilities currently open or scheduled to open soon.

### **Description of Duties:** Preschool/Kinder Care Teacher

- Organizes, conducts and supervises activities for children ages 3.years to entering 1<sup>st</sup> grade.
- Responsible for creating and implementing monthly/weekly lesson plans.
- Assist in program publicity; keeps records and prepares related reports.
- Makes recommendation 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.
- Physically interact with preschool children

### **Experience and Education**

#### **Experience:**

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

#### **Required 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: **E-mail [childcareprompts@gmail.com](mailto:childcareprompts@gmail.com)**

**Last Day to Apply: Thursday, September 23, 2022**