



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



**Recreation Assistant  
Child Care**

**Available Hours**

9:00am -1:00pm; 1:00pm -5:00pm; and 2:00pm-6:00pm

**Weekly Available Hours**

15- 20 hours/week; hours may vary

Recreation and Park's Licensed Preschool Program is currently hiring Recreation Assistants throughout Los Angeles to work at our newly opening preschool sites. Staffing placements will be prioritized for facilities currently open or scheduled to open soon.

**Description of Duties:** Preschool Teacher

- Organizes, conducts and supervises activities for children ages 2 to 6 years of age
- Responsible for creating and implementing monthly/weekly lesson plans.
- Assist in program marketing; recordkeeping and preparing 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.

**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 service 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 Growth and Development, or Human Growth and Development; Child, Family, and Community or Child and Family; and Child Development Program and Curriculum.

**License or Certificate**

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

**To Apply:** Send resume, copy of transcripts and a cover letter to [childcareprompts@gmail.com](mailto:childcareprompts@gmail.com) with Subject line of Child Care

**Last Day to Apply: August 3, 2023 (Extended)**

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at:

[https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)