

City of Los Angeles Department of Recreation and Parks
Sunland Recreation Center
8651 Foothill Blvd., Sunland, Ca 91040
Ph. (818) 352-5282

RECREATION ASSISTANT (3 positions available)

Hours Available

Up to 10 per week depending on budgetary and operational needs and number of activities staff is able to teach and assist with. Availability weeknights 3:30PM-8PM and Saturdays 8AM-5PM preferred.

Job Description

Applicants will teach classes for participants, age 3-Adult. Applicants will be selected based on knowledge of the class or activity they are teaching and must be able to explain and demonstrate methods they would use to plan and implement the activity. Staff will create lesson plans and provide instruction in one or more of the following classes or sports (or activities similar to):

Ballet	Drawing	Fitness
Hip Hop	Watercolor	Zumba
Folklorico	Painting	Boot Camp
Cheer	Crafts	Game Zone
Gymnastics	Music	Movement to Music

Duties:

- Prepare sequential, age-appropriate lesson plans for ages 3-Adult
- Teach classes utilizing positive methods and techniques
- Ability to provide technical training, support, feedback, and safety guidance as appropriate to the student
- Implement lesson plans, adjusted as necessary for students needs
- Preparation of facility for classes, including equipment setup and teardown
- Custodial care of equipment and supplies associated with the program
- Assist in planning, and facilitating special event performances, competitions, and recitals
- Ability to act professionally with parents and participants.
- Any additional responsibilities assigned by the Park Director or the Recreation Coordinator such as contacting patrons, sending important reminders, collecting payments, office coverage, submitting documents, distributing supplies and marketing programs.

Qualifications:

- Experience in teaching classes at beginning and intermediate recreational levels
- Must have the ability to maintain effective working relationships with participants, parents, staff, and supervisors.
- Must be able to follow city policy and procedure in maintaining accurate registration and payment records of all participants

To Apply

Send resume to: Nichole Royer
Senior Recreation Director
Ph. (818) 352-5282
Nichole.Royer@lacity.org

Last day to apply: September 15, 2023

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