CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
STUDIO CITY RECREATION CENTER  
12621 RYE ST. STUDIO CITY, CA 91604  
Phone: (818) 769-4415 Fax: (818) 769-4724  
Email: rapstudiocityrc@lacity.org  

RECREATION ASSISTANT  
Preschool Teacher and Special Programs  
NUMBER OF POSITIONS AVAILABLE  
2

Hours Available:  
• 0-20 hours per week

Rate of Pay:  
• $17.79 per hour (The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

Description of Duties & Responsibilities:  
Seeking motivated candidates under the general supervision of the Recreation Coordinator and Facility Director to supervise children enrolled our programs.  
• Develop, plan, implement preschool curriculum which includes but not limited to instructing in writing, reading, science, and preschool level math.  
• Provide a variety of materials for children to manipulate, explore and use both in imaginative play and learning activities.  
• Set-up and clean-up of all actives, programs, and areas used.  
• Plan high quality class events, open houses and other presentations.  
• Ability to supervise children  
• Ability and desire to work with children outdoors and indoors.  
• Be knowledgeable and have the ability to teach, lead and assist children  
• Ability to work with children with disabilities.  
• Be able to communicate with children, parents, patrons and staff  
• Be able to work special events and last minute assignments  
• Ensure the safety, wellbeing, and personal growth of children enrolled in the programs  
• Supervise during field trips, special programs and class time.  
• Adhere to City, Departmental, and Studio City Recreation Center policies and procedures

Qualifications:  
• Minimum of 1 year of experience with teaching elementary age youth.  
• Minimum 12 completed units in child development classes  
• Excellent communication skills  
• Be direct in dealing with others.  
• Must have the ability to be upbeat and energetic throughout each lesson.  
• Candidates must have proven job stability through strong work history.  
• Must be able to write/perform an age appropriate lesson plan daily for children ages 2.5 to 5 years.  
• Prepare and serve a light snack. Supervise outdoor activities and/or field trips.
• Utilize developmental assessment tools required for children in child care settings.
• Applicants must be available to work in the early morning and late afternoon shifts and weekends.
• Applicant should have at least six months of prior experience in supervising children.
• Applicants must be available to attend all training sessions and mandatory staff meetings.
• Applicant must have the ability to develop and implement activities for kids of all ages.
• Applicant must possess an invested passion and enthusiasm in working with children of all ages.
• Applicant must have reliable transportation.
• Computer skills are required.
• Applicant must be available to work full or half days.
• Essential assets for the ideal candidate is to have enthusiasm for the job, possess a good sense of humor, have good character, have good sportsmanship, be responsible, be a good role model, be a team player and have good communication skills.
• Have professional appearance and well groomed.
• By accepting the position, applicant acknowledges that his/her image will be included in promotional materials not limited to photographic, audio and visual media.

To Apply

• Send resume to: Julie Monroy-Cantor
  Recreation Coordinator
  Studio City Recreation Center
  12621 Rye Street
  Studio City, CA 91604
  Ph. (818) 769-4415
  Email: Julie.Monroy@lacity.org

LAST DAY TO APPLY: February 1, 2020