

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