

City of Los Angeles Department of Recreation and Parks

VALLEY PLAZA RECREATION CENTER

12240 Archwood Street, North Hollywood, CA 91606 • Phone: (818) 765-5885

Recreation Instructor – Tumbling Gymnastics

Available Hours: 0-20/week between Monday – Friday 9am-9pm, Saturdays 9am-5pm

(Hours may vary depending on the needs of the program.)

*5 Positions Available

Description of Duties:

- Greet parents, youth and patrons during check-in and check-out.
- Facilitate and supervise activities in a recreation setting
- Must have reliable transportation
- Support the Recreation Director and Coordinator in maintaining a consistent program schedule for 8 weeks
- Ability to teach youth effectively in a positive environment
- Set-up and break down supplies and equipment for the programs including but not limited to lining fields, organizing game equipment, score tables, chairs, games, activities, crafts and more.
- Required to dress in appropriate attire
- Attendance and participation in community and recreation special events as necessary for planning the events, during the events, and cleaning up accordingly.
- Create and develop bond with the community and culture in a professional manner

Preferred Qualifications:

- Experience in instructing and/or implementing instructions youth tumbling/gymnastics.
- To be self-driven, professional, and possess good work ethic.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Must have the ability to be upbeat and energetic throughout program activities.
- At least 0-2 years of experience in enrichment and sports programs. Training is available
- Candidates must be available during all hours listed.
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with children.

To apply please send your resume:

Drop Off/Mail To: Valley Plaza RC 12240 Archwood Street, North Hollywood, CA 91606	E-mail To: Valleyplaza.recreationcenter@lacity.org Subject: VP Instructor – Tumbling/Gymnastics
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Last Day to Apply: April 13, 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