

City of Los Angeles Department of Recreation and Parks  
**Cheviot Hills Recreation Center**  
2551 Motor Avenue, Los Angeles, CA 90064  
310-837-5186 office  
cheviothills.recreationcenter@lacity.org

## **Pre-K program**

**Available Hours:** Hours vary but will not exceed 39.5 hours a week; must be available M-Th, 8:30am to 1:00p.m. Hours may vary depending on the needs of the program. Beginning ASAP.

**Job Description:** Pre-K Counselors will create activities and lead students in lesson plans, general games, child songs, themed activities, and crafts. **Must be available to work immediately through May 25<sup>th</sup>, 2018.**

### **Duties Performed:**

- Create and implement themed activities throughout week
- Set-up, break-down games and activities for students
- Participates in all activities and songs
- Aids in the execution of theme days, arts and crafts, and lesson plans
- Adheres to City and departmental policies and procedures; performs related duties as required
- Show up **on time and prepared**

### **Qualifications:**

- Exercise good judgment, courtesy, and tact with staff and public
- Supervise children in a variety of programs, and activities
- Conduct learning activities
- Communicate clearly and concisely, orally and in writing
- Establish and maintain effective working relationships with parents, the public, staff and other agencies
- Utilize quality customer service skills and techniques

### **Experience and Education:**

- Experience in early child care group setting preferred

**Due Date:** September 5, 2017

**To Apply:** Email resume to: **[kirstin.zullo@lacity.org](mailto:kirstin.zullo@lacity.org)**