

City of Los Angeles • Department of Recreation and Parks

## LINCOLN HEIGHTS YOUTH CENTER

2911 Altura Street, Los Angeles, CA 90031

Phone: 323-226-1401

Email: [rap.lincolnheightsync@lacity.org](mailto:rap.lincolnheightsync@lacity.org)

Website: <http://www.laparks.org/reccenter/lincoln-heights-youth>

### RECREATION ASSISTANT

## Preschool Teacher

**Available Hours:** Must be available for the duration of a session. Sessions last approximately 7-10 weeks and are offered on a quarterly basis. Quarters begin in January, April, July, and September. Schedule may vary according to program schedule and demand.

**Position Available:** 1-2

**Description of Duties:** Develop, plan, organize and facilitate a pre-school program for children ages 2.5 years old – 5 years old.

**Qualifications:** Applicants must be at least 18 years old and must have prior experience with preschoolers and working in a preschool setting.

**Ability To:**

- Communicate clearly, and concisely, orally and in writing.
- Establish and maintain effective working relationships with parents, the public, staff, and other agencies.
- Exercise good judgment, courtesy, and tact with parents, the public, staff, and other agencies.
- Utilize quality customer service skills and techniques.

**Physical Requirements:**

- Able to stand for prolonged periods: some bending, stooping, walking long distances, hiking, climbing, and stretching.
- Requires eye-hand coordination and manual dexterity to manipulate equipment and activities.
- Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate activities.
- Ability to lift, pull, push and carry up to 40 lbs.
- Must be able to demonstrate program ability.

**To Apply Send Resume To:**

Rocío Contreras, Acting Facility Director

Email: [rocio.h.contreras@lacity.org](mailto:rocio.h.contreras@lacity.org)

**Last Day to Apply: April 28, 2017**