



City of Los Angeles Department of Recreation and Parks



## Shadow Ranch Recreation Center

22633 Vanowen Street • West Hills, CA 91307 • Phone: (818) 883-3637

### **RECREATION ASSISTANT (4 non-seasonals positions)**

**Job Description:** Seeking four motivated candidates for fall recreation assistant's position (non-seasonal positions) at Shadow Ranch Recreation Center. Care and supervision of children ages 3-5 in an early learning program setting. If hired, candidate will be expected to be able to lesson plan and execute educational classes in a preschool or pre-kindergarten setting. Provide customer service to parents and children, other teachers, and Recreation Facility Director. May be asked to do light administrative work.

**Description and Duties:** Candidate must lead and organize activities for children ages 3-5. Activities include but are not limited to: writing, alphabet, singing songs, shapes and numbers learning, sports and games, arts and crafts, and field trip supervision. Applicant may need to encourage children to gain interest in activities; and, must interact with students in a positive manner. Candidate must be able to lift more than 30 pounds and must be able to walk and run around after small children. Candidates are required to be enthusiastic, proactive and energetic. Applicant must be aware of environment at all times and must ensure a safe environment for all students.

**Available dates & hours:** Candidate must be available Monday through Friday from 8:30am to 3:30pm from **September until the end of May**. 10-20 hours a week depending upon class enrollment. Times and shifts will vary.

**Qualifications:** Applicants must be able to understand and work with children. Applicant must have communication and leadership skills. CPR & First Aid Certification (must be completed before beginning work). Candidate must have previous experience working with children. Education in Child Development preferred.

**To Apply: E-Mail resumes to:**

Christina Henry, Recreation Facility Director

[christina.henry@la.city.org](mailto:christina.henry@la.city.org)

**Last Day To Apply:** October 25, 2017