

# VALLEY PLAZA RECREATION CENTER

12240 Archwood Street ~ North Hollywood, California 91606 ~ T: (818) 765-5885

Recreation Assistant  
Year Round  
(5 positions available)

**Available hours:** 0 - 25 hours/week  
May 2017

**Description of Duties:** Set-up and break down supplies and equipment for class programs, league practices, etc. Assist recreation coordinator with center program needs including but not limited to office coverage, sports programs, class programs, camp programs, etc. Create and implement lesson plans; Instruct participants in various programs including but not limited to crafts, dancing, enrichment, musical instruments and/or physical sports. Participation in community and recreation events as necessary.

**Days/Hours\*:** Tuesday – Saturday  
9:30am -2:00pm

\*(Some days may extend beyond hours listed).

**Qualifications:** Must be self-driven and plan daily activities for children and adults at the beginning, intermediate and advanced level. Excellent and effective communication skills with teens, children, staff and patrons. Must have the ability to be upbeat and energetic throughout each lesson. At least 2-5 years of experience enrichment and sports programs. Previous instruction required. Candidates must be available during specified hours. Candidates must be professional and possess good work ethic. Candidates are specifically chosen for their ability and desire to work in a public recreation environment with children.

**To apply:** Send resume:  
Evan Nakamura, Recreation Coordinator  
Valley Plaza Recreation Center  
12240 Archwood Street  
North Hollywood, CA 91606  
email to: [valleyplaza.recreationCenter@lacity.org](mailto:valleyplaza.recreationCenter@lacity.org)

**Last date to apply:** April 27, 2017