



City Of Los Angeles • Department of Recreation & Parks
CHEVIOT HILLS RECREATION CENTER
2551 Motor Avenue
Los Angeles, CA 90064
(310) 837-5186 • cheviot_hills_recreation_center@lacity.org

Early Learning Instructor (Recreation Instructor)

Cheviot Hills Recreation Center is dedicated to creating a nurturing, stimulating, and developmentally appropriate environment for young learners. Our goal is to provide a safe and engaging space where children can explore, play, and grow while building a foundation for lifelong learning.

Description of Duties:

We are seeking a creative and compassionate Early Learning Instructor to lead classes for children ages 2 - 5. This role is responsible for delivering engaging, age-appropriate lessons that promote social, cognitive, and motor skills development. The ideal candidate has a strong understanding of early childhood education principles, is passionate about working with young children, and is skilled in creating positive, structured learning environments.

Key Responsibilities:

- Plan and implement daily lessons and activities that foster children's developmental growth in areas such as language, motor skills, social skills, and basic academics.
- Create a warm, welcoming environment that encourages children to explore, ask questions, and build confidence.
- Adapt teaching methods and instructional materials to meet the varying needs and interests of each child.
- Utilize hands-on, play-based learning techniques to support children's curiosity and love of learning.
- Maintain a clean, safe, and organized classroom that adheres to health and safety regulations.
- Observe, document, and assess each child's progress, communicating regularly with parents and guardians about their child's development.

Available Hours:

Weekdays between 9am and 3pm. Seasonal and flexible schedules are available, with weekly hours ranging from 1-10 per 8-week class session, depending on the programs, responsibilities, and availability. Programs will be created and offered based on candidate's availability.

Qualifications:

Associate's or Bachelor's degree in Early Childhood Education, Child Development, or a related field preferred. Experience working with young children in an educational or daycare setting. Knowledge of early childhood developmental milestones and teaching strategies. Strong communication and interpersonal skills to effectively engage with children, parents, and colleagues. Ability to inspire and motivate students of all ages and abilities. Must have strong customer service ability and the capability to take initiative and lead activities. Must be able to correspond over the phone and via email. Experience working with a variety of personalities. Work independently and collaboratively as needed. Creative and adaptable teaching style, with the ability to adjust lessons to meet the needs of different learners. Ability to problem solve and be flexible to last minute changes. Willingness to follow directions, be on time, and be reliable. First Aid & CPR certification is a plus, but not required. Patience, creativity, and enthusiasm for teaching young learners.

To Apply: Send Resume to:

Kathryne Garcia
Cheviot Hills Recreation Center
2551 Motor Avenue, Los Angeles, CA 90064
(310) 837-5186
Kathryne.Garcia@lacity.org

Last Day to Apply: Tuesday, June 30th, 2025