



## **RECREATION INSTRUCTOR - TINY SPORTS**

4 Positions - Salary \$20.19 - \$25.00 depending on experience

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

Recreation Instructors are part-time, at-will employees who may pick up shifts at multiple other City of L.A. RAP locations (when applicable), while not exceeding a maximum of 1040 hours per year.

### **AVAILABLE HOURS: SPRING & SUMMER SESSION**

- 0-15 hours per week based on enrollment, budget, & operational needs. Room for growth.
- Must be available the entire session for a **minimum of 1 consistent day per week** between **MONDAY-SUNDAY**.

### **JOB OVERVIEW:**

Alongside the guidance/supervision of the Director(s), a RECREATION INSTRUCTOR plans, implements, oversees, & directly instructs a **TINY SPORTS PROGRAM** in a safe & fun environment for ages 2-4 years old. RI's promote Robertson Recreation Center & its mission positively at all times, leads by example, & maintains a professional, friendly, & collaborative rapport with all Participants, Parents/Guardians, Staff, Director, & other Agencies.

### **DUTIES & RESPONSIBILITIES:**

- Recruit, engage, & maintain a class of 12 participants along with their parent/guardian participation.
- Organize, conduct, and supervise the sports related activities for children ages 2 to 4 years of age (basketball, soccer, etc.)
- Submit monthly/weekly lesson plans to Director(s) for approval. Implement the plans effectively & within budget.
- Prepare the facility/equipment for safe & fun indoor/outdoor activities & games. Setup, cleanup, organize, inventory, etc.
- Create weekly sign-in sheets & maintain accurate daily records of participation in the appropriate Binder(s).
- Communicate clearly with the Director(s) via emails, reports, bulletin boards, & Google Suites, on a daily/weekly basis, (or immediately in urgent cases).
- Address/solve program concerns efficiently & fairly according to Policy, Procedure, Trainings, & Director's standards.
- Ensure the overall safe & efficient execution of all park programs & special events.
- Adheres to City & Departmental Policies & Procedures & performs related duties as required in the time allotted.

### **QUALIFICATIONS:**

- Must be at least 18 years old to apply, punctual, reliable, & display a great work ethic.
- Knowledge of policies, procedures, safety regulations governing the conduct and safety of children.
- Utilize quality customer service skills and techniques.
- Have a growth-mindset & continuously research to use best-practices for age-appropriate techniques, skills, drills, & games, conducive for guiding & connecting with youth.
- Proficient in Microsoft Office, Google Suite, & Interdepartmental programs (RecTrac, Workday, etc.)
- Lead by example, be adaptable to Director(s) feedback/direction, & maintain a positive, enthusiastic demeanor
- Must be active, able to stand, walk, & run for extended periods of time & able to participate in indoor/outdoor physical activities & in varying weather.

### **EXPERIENCE & EDUCATION:**

- Experience working with this age group in individual & group settings.
- First Aid & CPR Certified (if hired, L.A. City trainings available)
- Must have a valid driver's license in good standing & be Van Trained (if hired, L.A. City trainings available)

**To Apply, Email Resume to:**

[Robertson.RecreationCenter@LACity.org](mailto:Robertson.RecreationCenter@LACity.org)

**Subject Line:**

[APPLICATION - RECREATION INSTRUCTOR - "Your Name"](#)

**Last Day to Apply:**

Tuesday, March 18<sup>th</sup>, 2025