

TARZANA RECREATION CENTER

5655 VANALDEN AVENUE, TARZANA CA 91356

RECREATION ASSISTANT

Available Hours: Must be available for the duration of a session. Sessions last between 6-10 weeks and are offered on a quarterly basis. Schedule may vary according to program schedule and enrollment. Approximately 2-20 a week

Description of Duties:

- ✓ Set up and break down supplies and equipment for class programs, league practices, etc.
- ✓ Assist Recreation Director/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.

Qualifications

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- ✓ Outgoing, enthusiastic, self-driven and dependable applicant with leadership skills and able to plan, organize and lead classes.
- ✓ Must possess adequate knowledge and experience in one of the following: sports, Zumba, preschool 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 3-5 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 to

Charles Garcia

Charles.C.Garcia@lacity.org

5655 Vanalden Avenue

Tarzana, CA 91356

Phone: 818-343-5946

Last Day to Apply: September 13, 2017