WINNETKA RECREATION CENTER

8401 Winnetka Avenue, Winnetka, CA 91306 • Phone: (818) 756-7876

Recreation Instructor – Preschool

Available Hours: **0-20 hours/week Between Mondays – Thursday 8:00 am – 1:00 pm**
(Hours may vary depending on the needs of the program.)
*1 Position Available

Description of Duties:
- Experience in instructing and/or implementing instructions preschool and early education activities.
- Greet parents, youth and patrons during check-in and check-out.
- Facilitate and supervise activities in a recreation setting
- Must have reliable transportation
- Support the Recreation Director and Coordinator in maintaining a consistent program schedule for school calendar year
- Ability to teach youth effectively in a positive environment
- Set-up and break down supplies and equipment for the programs including but not limited to organizing equipment, tables, chairs, activities, and more.
- Required to dress in appropriate attire
- Attendance and participation in community and recreation special events as necessary for planning the events, during the events, and cleaning up accordingly.
- Create and develop bond with the community and culture in a professional manner

Preferred Qualifications:
- To be self-driven, professional, and possess good work ethic.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Must have the ability to be upbeat and energetic throughout program activities.
- At least 0-2 years of experience in enrichment and preschool programs. Training is available
- Candidates must be available during all hours listed.
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with children.

To apply please send your resume:

Drop Off/Mail To:	E-mail To:
Winnetka RC – Attn: Juchell Wardlow 8401 Winnetka Avenue, Winnetka, CA 91306	Winnetka.recreationcenter@lacity.org **Subject:** WRC Instructor – Preschool

Last Day to Apply: April 22nd, 2025