



**City of Los Angeles Department of Cultural Affairs  
Canoga Park Youth Arts Center**

**JOB OPPORTUNITY BULLETIN**

**Community & Administrative Support Worker II (CASW II) (PART-TIME)**

**Notice Open Date:** Tuesday, April 7, 2026

**Employer:** City of Los Angeles

**Department:** Department of Cultural Affairs (DCA)

**Division/Section:** Community Arts Division - Canoga Park Youth Arts Center

**Job Location:** 7222 Remmet Avenue, Canoga Park, CA 91303

**Program:** Summer Youth Hire

**Program Dates:** Summer Session (June 15 – September 5) / Visual Arts

**Hourly Pay Rate:** \$24.21

**Classification/Code:** Community & Administrative Support Worker (1113-0)

**Weekly Schedule:** TBD within the schedule of Monday – Friday and some Saturdays

**Type:** Part-Time / 1070 (as-needed, 15-20 hours per week, up to 160 hours total)

**Benefits:** No benefits

**DEADLINE TO APPLY: Wednesday, April 15, 2026**

**PROGRAM OVERVIEW**

The City of Los Angeles Department of Cultural Affairs (DCA) is seeking young artists with a desire to gain teaching experience and provide administrative support as a Community Administrative Support Worker II (up to 20 hours per week) at Canoga Park Youth Arts Center (CPYAC). The Canoga Park Youth Arts Center is committed to providing a safe space for youth and their families to participate in the arts, build their skills and knowledge, and contribute to and engage with their community. The facility, which was funded by Prop K Recreation and Parks, includes a gallery, art classrooms, a computer lab, and a garden classroom.

The ideal candidates will have training and experience participating in arts classes of various mediums and creating their own art projects and portfolios.

**DUTIES AND RESPONSIBILITIES**

- Provide support to instructors in art classes including ceramics, painting, and various 2D and 3D art classes
- Create sample art works for use in classes
- Assist instructors with set up, preparation, and clean-up of each art
- Assist instructors with maintaining records of attendance
- Assist with facility maintenance such as trash pick-up and general organization and cleanliness of the facility

- Assist Administrative Clerk with organization and filing in the office
- Assist with set up, preparation, and clean up for special events such as community art workshops and student art exhibits

### **DESIRED QUALIFICATIONS**

- Experienced in various art mediums
- Strong desire to create and maintain community connections through the arts
- Personable, with an ability to connect with colleagues and with students and their families
- Strong time management skills
- Ability to adapt to the changing needs of the center and of the arts classroom
- Strong verbal and written communication skills
- Highly self-motivated, with an ability to work alone or with other staff members
- Attentive to details and willing to take on multiple responsibilities, where applicable

### **ELIGIBILITY**

This job opportunity is open to all individuals who meet the following criteria:

- Age 16 - 24
- U.S. Citizenship or Permanent Residency (for details see [Hire LA Acceptable Docs for I-9.pdf \(hirelayouth.com\)](#))
- City of Los Angeles Residency
- \*Work Permit or High School Diploma
- Photo I.D. (government or school issued)

\*Note: Selected candidates under the age of 18 will need to complete a Permit to Employ and Work provided by their school. It must be signed by the minor and their parents and the employer (City) and then should be submitted to their school (even during the summer). The school will then issue the Permit which will need to be kept on file for auditing purposes.

### **PHYSICAL REQUIREMENTS**

- Ability to sit and stand for extended periods
- Climb up and down stairs;
- Bend, stoop, and lift to move and retrieve materials
- Pull, push, and lift up to 25 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential function.

### **CONDITIONS OF EMPLOYMENT**

The job will be performed in-person at Canoga Park Youth Arts Center located at 7222 Remmet Avenue, Canoga Park, CA 91303. The days to be asked to work are to be determined. The candidates can work up to approximately 15 to 20 hours a week. Summer youth are not to work before June 15, 2026 or work past September 5, 2026. Candidates may be requested to disclose all sources of employment to mitigate risks of conflict of interest.

### **HOW TO APPLY**

All interested applicants should prepare and submit the following to [caitlin.moss@lacity.org](mailto:caitlin.moss@lacity.org) by **Wednesday, April 15, 2026** with the subject "CPYAC – CASW II" in the subject line:

- Cover Letter
- Resume
- Completed [City of Los Angeles Application for Employment](#)

**METHOD TO EVALUATE CANDIDATES**

Final selection will be based on interviews with eligible candidates pending a review of applications received based on a set of criteria related to skills, knowledge, abilities and personal qualifications for the position. Interviewers may also contact present and former supervisors, as well as review City Personnel files (if applicable) as part of a candidate's evaluation. All candidates will be notified regarding the final results of the selection process. We are unable to respond to phone calls regarding the status of applications and the recruiting process.