JOB OPPORTUNITY NOTICE
Community/Admin Support Worker II / (PART-TIME)

Notice Open Date: May 17, 2024
Employer: City of Los Angeles
Department: Cultural Affairs
Division: Community Arts

Location: Sun Valley Youth Arts Center • 8642 Sunland Blvd. • Sun Valley, CA 91352
Program: Summer Youth Hire
Hourly Pay Rate: $21.36
Weekly Schedule: TBD, Tentative: Monday - Friday, Daily: 4-8 hours, Weekly: 20-40 Hours
Start date: June 17, 2024 - End date: September 2, 2024
Benefits: None
Classification: Community Administrative Support Worker II, Code: 1113
Part Time Employment: 1070 (As-Needed), Maximum total hours: 160
• Summer Youth Hire is dependent on funding availability

Deadline to Apply: Friday, May 24, 2024
* Job opportunity will be open until sufficient applications are received.

Job Description:
Summer Youth Hire/Community Administrative Support Worker II will work directly with youth ages 6-17, assisting Teaching Artist with multiple art disciplines such as, but not limited to: Drawing, Painting, Ceramics, Origami, Digital Media, Print Making, Photography, Stencil Making, Mix Media, Creative Meditation and other classroom activities. Summer Youth Workers will assist with preparations of class materials, set up and break down outdoor activities, assist with administrative/clerical duties, and are expected to work the full length of our Summer Art Camp: July 9 - August 8, 2024

Qualifications:
Must be ages: 16-24
Highly motivated, energetic and a self-starter.
Must work well with children, teenagers, parents and staff.
Clear communication skills, bilingual in Spanish is preferred.
A passion for the visual and performing arts.
Proficient in digital media equipment, computer applications and social media platforms
Proper and professional attire for daily activities.
Required Submission:
City of Los Angeles job application: http://per.ci.la.ca.us/Forms/Application.pdf
Resumé
Student Workers Permit (till the age of 18)
Candidates must be available for interviews on the following dates: May 28, 29, 30, 2024

Please submit all required information no later than 1pm on Friday, May 24, 2024.
Via email: Jesus.Rangel@LACity.org
Or for hard copy Submission Location:
Sun Valley Youth Arts Center
8642 Sunland Blvd.
Sun Valley, CA 91352
(818) 252-4619