



## **JOB DESCRIPTION**

### **Program Worker**

**20 hours/week, no benefits**

The Program Worker will facilitate recreation, education and/or enrichment activities at an LA's BEST program site. This position reports to the Site Coordinator.

#### **LA's BEST**

**LA's BEST – Better Educated Students for Tomorrow** – is a nationally recognized after school education, enrichment, and recreation program serving more than 27,000 children with the greatest needs and fewest resources throughout the City of Los Angeles. LA's BEST After School Enrichment Program provides a safe haven for children, ages 5 to 12, at 180 LAUSD elementary school sites each day during the critical hours after school – at no cost to parents. Established in 1988, LA's BEST is a partnership including the City of Los Angeles, the Los Angeles Unified School District and the private sector.

#### **Description of Duties**

- To design, plan and facilitate activities with groups of 20 children
- To advise the Site Coordinator as to what supplies, materials and other forms of support are needed for activities.
- To supervise all LA's BEST participants to ensure a safe and organized program.
- To assist with the planning and facilitation of special projects and events.
- To attend staff development workshops.
- To perform other duties as assigned.

#### **Professional Qualifications**

- Desire to work with children.
- Ability to work cooperatively and collaboratively with Los Angeles Unified School District staff, parents and community.
- Ability to work cooperatively and collaboratively with Los Angeles Unified School District staff, public officials, private sector officials, parents and community leaders.
- Ability to communicate effectively and demonstrate sensitivity to others.
- Excellent organizational skills.

#### **Other Requirements**

- Ability to speak or write a language other than English is preferred.
- Eligible to accept LAUSD/LA's BEST assignment (which includes high school diploma/GED equivalent, fingerprinting and TB clearance).
- Willing to work evenings and weekends (on occasion).
- Willing to travel to off-site meetings, trainings and events.