

The City of Hermosa Beach ~ Community Resources Department  
710 Pier Avenue, Hermosa Beach, CA 90254  
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## **JOB ANNOUNCEMENT**

### **YOUTH PROGRAMS COUNSELOR (P.A.R.K. AFTER SCHOOL PROGRAM)**

**OPENING DATE:** AUGUST 25<sup>TH</sup>, 2015 | **CLOSING DATE:** OPEN UNTIL FILLED

**WORK DAYS:** MONDAY – FRIDAY

**WORK HOURS:** PART TIME, APPROX. 20 HOURS/WEEK

**HOURLY PAY RATE:** \$10.77-\$13.09

*Application must be made on a City Application for Employment which may be obtained online at [www.hermosabch.org](http://www.hermosabch.org) or in person at the Community Center Offices, 710 Pier Avenue.*

*Office hours are Monday through Thursday 7:00 a.m. to 6:00 p.m.*

We need energetic, outgoing, positive, outdoor-loving individuals to assist with our P.A.R.K. After School Program.

Duties may include but are not limited to, the following:

- Walk to View and Valley Schools to pick up all children from school; provide supervised walking transportation to Community Center or South Park.
- Assist children with homework.
- Ensure all children are signed out by an adult.
- Develop program calendar and update as necessary.
- Maintain safety of the program and all children during all activities.
- Complete accident and incident reports, as necessary.
- Provide snack time for children.
- Attend all necessary trainings, workshops and meetings.
- Maintain cleanliness of P.A.R.K. program facilities.
- Be comfortable walking, running, playing in an outdoor setting.
- Responsible for direct supervision and safety of participants.
- Provide arts and crafts, physically active games, and creative activities for participants ranging from 6-12 years old.
- Communicate effectively with peers and supervisory staff.
- Be attentive to participant and parent concerns or problems.

*Physical Demands: Work requires frequent lifting up to 40 pounds, carrying, standing for long periods of time, bending, and reaching. The ability to work outdoors in both heat and cold is also required.*

**Applicants must be at least 18 years or older, must be a High School Graduate, and must possess and maintain a valid Driver's License.**