



Culver City Unified School District

SUMMER 2019

Summer Lunch Program Coordinator

1 position available
Open to current CCUSD employees only.

Salary

\$21.26 per hour

Work Location

La Ballona Elementary School

Schedule

Program Planning Dates: May 01, 2019 through June 14, 2019 – Not to exceed 20 hours

Program Packing Dates: June 15, 2019 and August 3 & 5, 2019 – NTE 10 hours

Program Debriefing Dates: Week of August 19, 2019 – NTE 3 hours

Program Dates:

June 17, 2019 through August 2, 2019

2.5 hours per day, most days, 11:00 a.m. – 1:30 p.m., Monday through Friday

*5 – 7 hours (Vision or Dental clinic days, if needed) between 7:30 a.m. and 4:30 p.m.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------|-----------|-----------|--|-----------|
| <i>June 17</i> | <i>18</i> | <i>19</i> | <i>20</i> | <i>21</i> |
| <i>24</i> | <i>25</i> | <i>26</i> | <i>27</i> | <i>28</i> |
| <i>July 1</i> | <i>2</i> | <i>3</i> | <i>July 4th - HOLIDAY</i> | <i>5</i> |
| <i>8</i> | <i>9</i> | <i>10</i> | <i>11</i> | <i>12</i> |
| <i>15</i> | <i>16</i> | <i>17</i> | <i>18</i> | <i>19</i> |
| <i>22</i> | <i>23</i> | <i>24</i> | <i>25</i> | <i>26</i> |
| <i>29</i> | <i>30</i> | <i>31</i> | <i>August 1</i> | <i>2</i> |

Responsibilities/Job Description

Under the direction of the Director of Student and Family Support Services, responsibilities will include but are not limited to: coordinate and maintain activities calendar, log information; provide student supervision; interact with community partners, parents and students.

Qualifications

Open to current CCUSD employees only. Spanish bilingual highly desired.

Application Process

A letter expressing interest in the above position must be submitted to the Office of Human Resources, no later than 4:00 p.m., **Tuesday, April 30, 2019.** Fax 310-842-4326.