



**THE CITY OF REDWOOD  
CITY INVITES  
APPLICATIONS FOR:**

**ACTIVITY  
LEADER**

**#20C-6**

**(CASUAL/HOURLY)**

**5-15 hours per week**

**SALARY:**

**\$17.70 - \$20.49 hourly**

Open Continuous

**(Opened 01/01/2020)**

**Application Process**

Apply online at

[www.CalOpps.org](http://www.CalOpps.org)

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

**Selection Process**

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most qualified applicants will be asked to participate in the testing process which will consist of an interview with Library Department staff.

**ABOUT THE CITY**



The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City

formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

**ABOUT THE POSITION**

The City of Redwood City is looking for energetic people interested in working approximately 5 -15 hours per week, Monday-Sunday, varying hours, performing children's reference services, planning and presenting storytimes, organizing and conducting library programs, assisting with homework, shelving library materials, and supervising and monitoring youth customers in the main library or library branches.

**Typical duties may include, but are not limited to the following:**

Perform readers' advisory and answer library reference questions; plan and present storytimes for babies, toddlers, preschoolers, and school-age children; lead a variety of programs and activities which may include, but are not limited to, arts and crafts, reading clubs, and music activities; help students with homework needs; prepare activity calendars or flyers; assist in organizing, promoting, and staffing special events; represent the library with social media; engage in outreach to schools and daycares; follow opening and closing procedures; order and organize craft and game materials; create book displays; report to supervisors orally and in writing; complete assigned clerical assignments, timecards, attendance reports, and incident reports; follow departmental and citywide rules and regulations and general work procedures; perform other related duties and responsibilities as assigned.

This is a highly visible and responsible position. Above all, the person in this position should present a positive image of the "personality of the Library" – making all people feel welcome and accepted at the Library.

This is a non-benefited casual position. A casual employee may not work more than 1000 hours per fiscal year.

**MINIMUM QUALIFICATIONS**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education & Experience**

Significant experience working with children and education equivalent to the completion of the 12<sup>th</sup> grade is required.



## BENEFITS

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

## CITY VALUES

### Our Core Purpose:

Build a Great Community Together

### The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

### Knowledge of:

- Child development
- Children's literature
- Storytelling, finger rhymes, children's songs
- Youth activities, crafts, and games
- Library organization and OPACs
- Social media such as Facebook, Instagram, and Twitter
- Computer, wi-fi, ebook, and media technologies

### Ability to:

- Plan, organize and conduct storytimes for a variety of age groups
- Plan, organize and conduct a wide variety of programs for all age groups and genders
- Communicate clearly and concisely, both orally and in writing
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work
- Must be physically capable of performing the essential job functions of this classification

**A City application is required.** Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. Fingerprint Check

For the candidates who are under 18 years old at the time of hire, an official work permit from school is required. Once the candidates turn 18, they will be required to pass a fingerprint check.

**The City of Redwood City is proud to be an Equal Opportunity Employer!**

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.*