

EMPLOYMENT OPPORTUNITY



CHILD CARE INSTRUCTOR I/II

Five (5) Positions Available

Library & Recreation - Childcare Division

City of San Rafael

Salary effective July 1, 2026:

Instructor I: \$3,168 - \$3,851 Monthly DOQ/DOE

Instructor II: \$4,067 - \$4,943 Monthly DOQ/DOE





ABOUT THE CITY

The City of San Rafael is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment.

With a population of approximately 60,000, San Rafael is a full-service city with a City Council and City Manager form of government with 12 departments, more than 400 employees, and an annual budget in fiscal year 2025-2026 of approximately \$193 million.

The City's vision is to be a vibrant economic and cultural center reflective of its diversity!



TOGETHER SAN RAFAEL

OUR VISION... where do we want to go
A citywide effort to improve service delivery
and make San Rafael a great place to work.

OUR MISSION... how do we get there
Bring together all City Employees to create, implement,
and celebrate innovative solutions to organizational and
community challenges.

Together San Rafael Guiding Principles

Together in Service

Foster teamwork by collaborating across departments and recognizing the value of diverse perspectives. Help others succeed by creating a supportive environment and always assuming positive intent in interactions.

Reimagine the Status Quo

Challenge norms by asking “why” and testing creative ideas to innovate and improve service delivery. Remember, just because we’ve always done something one way doesn’t mean we should continue; think outside the box.

Start with Community Needs

Cultivate trust and design services with the community in mind. Convene and co-create solutions to better understand and address the needs of those we serve.

Practice Openness

Advocate for transparent, open communication while remaining curious and adaptable. Embrace change to enhance service delivery and drive improvement.

Find Something to Say Yes To

Encourage a positive and solution-oriented approach by taking risks and trying new approaches to solve problems. Embrace creativity and positivity to deliver exceptional customer experiences.

Be Mindful

Every interaction creates a meaningful story, stressing the importance of being considerate and thoughtful in actions and decisions. Serve with integrity and honor our role in responsibly managing public resources.



ABOUT THE DEPARTMENT

The Library and Recreation Department is comprised of two divisions, Library and Recreation & Childcare, that are dedicated to enhancing the quality of life of San Rafael residents. The Department's mission is to enrich the community through discovery, learning, and play, and strives to maximize the delivery of strategically aligned programs and services to provide the highest value for the community.

The Childcare division offers programs with developmentally appropriate curriculum with a wide variety of activities and experiences that support and enhance children's cognitive, social, emotional and physical growth. Our professional staff provides a balance of child-initiated and teacher-led activities designed to support children's individual growth and development in a safe and enriching environment.



If you're looking for meaningful work where you can laugh, learn, play, and make a difference every single day, come join us!!!

THE POSITION



Do you love working with kids, creating fun learning experiences, and making a real impact in your community? The City of San Rafael Recreation & Childcare Division is looking for five (5) enthusiastic Childcare Instructors to join our amazing team! We are hiring for the following positions:

- One (1) School Age (Tk-5) Instructor I/II at Mary Silveira Childcare Center
- One (1) Preschool Instructor I/II at Pickleweed Preschool
- Three (3) School Age (TK-5) Instructor I/II at Glenwood Childcare Center

Play. Learn. Inspire. Watch them bloom.



- Assist in planning and implementing age appropriate curriculum, activities and events.
- Provide continuous supervision to children in day-to-day activities; ensures health and safety of children.
- Monitor behavioral patterns and assists with assessment and child development profiles.
- Evaluate needs of children, staff and site in order to maintain a safe and healthy environment for children and staff.
- Schedule parent conferences to discuss children's development and concerns; work with family to devise learning and development strategies as necessary.
- Maintain accurate attendance and enrollment records; maintain appropriate confidential records.

To view the full job description click [HERE](#)

EDUCATION & EXPERIENCE

Instructor I: Completion of a minimum of six (6) units of Early Child Education (ECE) courses and currently working toward the completion of twelve (12) units of ECE courses. Six (6) months working with children. AA in recreation , education, or related field preferred.

Instructor II: Completion of twelve (12) units of Early Childhood Education (ECE) courses. One year working with children in a group setting. Prefer BA in recreation, education or related field. *Prefer Child Care Director qualified.*

IDEAL CANDIDATE

We're looking for individuals who are excited to keep learning about best practices in both early childhood and child development and who can also confidently guide children through both structured activities and free play.

The Successful Candidate Will...

- Understand that positive relationships are the foundation of a successful childcare program.
- Create safe, welcoming, and inclusive spaces where every child feels valued.
- Love engaging kids through games, learning activities, arts & crafts, sports, and play.
- Communicate positively and professionally with families and coworkers.
- Stay calm, organized, and adaptable in a dynamic childcare environment.
- Believe learning should be fun - for kids AND staff!



We Are Looking For People Who...

- Are passionate about helping children learn and grow
- Serve as positive and encouraging role models
- Contribute to a supportive team culture
- Are dependable, flexible, and organized
- Handle challenges with patience and consistency
- Bring creativity, enthusiasm, and fresh ideas to activities and curriculum

Instructor II Candidates Will Have Experience In:

- Observation skills to continually assess both program and children's needs
- Planning and leading curriculum and classroom activities.
- Supporting and mentoring staff.
- Communicating with parents about children's needs for additional support.
- Coordinating daily program operations independently.
- Bringing leadership, initiative, and strong judgment to the team.



COMPENSATION & BENEFITS

Salary Range:

Instructor I: \$3,168 - \$3,851 Monthly DOQ/DOE

Instructor II: \$4,067 - \$4,943 Monthly DOQ/DOE

The **Child Care Instructor I/II** is a regular position of the City's SEIU Local 1021 employee group with a competitive benefits package including:

- MEDICAL | City group health coverage with the City paying a fixed dollar amount toward the cost of monthly insurance premium: Employee only: \$998.00 | Employee plus one: \$1,995.00 | Family: \$2,520.00
- DENTAL | Premium fully paid for employee plus eligible dependents
- VISION | Premium fully paid for employee
- VACATION LEAVE | 10 days annually, increases after 3 years of service
- SICK LEAVE | 12 days annually
- HOLIDAYS | 12 paid City holidays plus 1 floating holiday per year
- BEREAVEMENT LEAVE | Up to 5 days paid leave
- PAID PARENTAL LEAVE (if eligible) | Up to 300 hours paid leave. SEIU employees also contribute to State Disability Insurance (SDI)
- END OF LIFE CARE LEAVE | Up to 80 hours paid leave
- LIFE INSURANCE & AD&D | \$20,000 Life policy and \$20,000 AD&D policy
- LONG TERM DISABILITY | 66.67% of salary, up to \$1,000 per month
- RETIREMENT | Enrollment in the Marin County Retirement System (MCERA) pension plan, a defined benefit retirement program
 - Tier 2 - hired on or after 7/1/2011: 2% @ 55, Average of 3 highest years
 - Tier 3 PEPR - hired on or after 1/1/2013: 2% @ 62, Average of 3 highest years
- GYM MEMBERSHIP REIMBURSEMENT | Up to \$198 per year
- BILINGUAL PAY (if eligible) | Up to \$250 per month



For additional benefits information click [HERE](#)

Join the City of San Rafael's passionate and caring team and help support the growth, development, and well-being of children in our vibrant community. As a **Child Care Instructor I/II**, you will play a vital role in leading educational and recreational activities, fostering a safe and nurturing environment, and supporting the learning and social development of young children.

Be a part of shaping young minds and enriching lives - one activity, one smile, and one child at a time!



HOW TO APPLY



or

[APPLY ON
CALOPPS](#)

[click here](#)

APPLY BY FRIDAY, JUNE 26, 2026 AT 5:00 PM

Applications will be reviewed as they are received and interviews will be scheduled on a rolling basis.

It is recommended to submit your application as soon as possible, as the recruitment can close at any time.

Questions: Contact
human.resources@cityofsanrafael.org