



CHILD CARE SUPERVISOR

Two Positions Available - Afterschool Programs

Library & Recreation - Childcare Division

City of San Rafael

Salary: **\$64,152- \$77,976** 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 LUCAS VALLEY/PARKSIDE CHILDREN'S CENTERS

One position is available at Lucas Valley Children's Center, located on campus at Lucas Valley Elementary School and serving the Miller Creek School District. The other position is available at Parkside Children's Center, a City facility supporting the San Rafael City Schools District. Both are year-round programs, providing after-school care during the school year and transforming into fun-filled summer camps during the summer months. Lead a team, support children and families, and make a lasting impact in our community!



~ Our purpose is to help each child feel seen, supported, and celebrated ~

THE POSITION

The Childcare Division is seeking **TWO** full-time **Child Care Supervisors** to join our dynamic after school team, dedicated to making a positive impact in the lives of young children. We're looking for enthusiastic and experienced individuals who are passionate about early childhood development and creating a safe, supportive, and enriching environment where children can thrive.



Play. Learn. Inspire. Watch them bloom.



Child Care Supervisor Responsibilities:

- Instructs and supervises children; facilitates and leads classroom activities.
- Assists with the establishment of the program budget
- Conducts registrations and provides information to parents regarding program requirements
- Develops and implements participant behavior and discipline guidelines
- Hires, trains, coaches, evaluates, and supervises staff; develops individualized skills development plans and provides guidance to staff in accomplishing goals; ensures staff meet all mandatory training requirements
- Maintains records and prepares various reports and statistics related to site operations and activities

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

EDUCATION & EXPERIENCE

Completion of fifteen (15) units of Early Childhood Education (ECE) courses. Three (3) years working with children in a group setting. Prefer BA in recreation, education or related field. *Prefer Child Care Director qualified.*

IDEAL CANDIDATE

Our program is evolving with fresh ideas and a commitment to excellence—just like the City's efforts to innovate and grow. This is an exciting time to join our team! We're looking for a **Child Care Supervisor** who has a genuine passion for working with children and a strong commitment to nurturing their educational and emotional development.

Be part of a passionate team dedicated to inspiring little learners every day!

The Ideal Candidate:

- Ability to mentor staff and foster a positive work environment
- Communicates professionally, respectfully, and empathetically
- Has a strong understanding of child development principles
- Handles unexpected challenges with calm and flexibility
- Collaborates effectively with team members and adds positivity to our team



COMPENSATION & BENEFITS

Salary Range: \$64,152 - \$77,926 DOQ/DOE

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

Medical: The City contributes up to \$2,400/month toward medical insurance for employee & eligible dependents.

Dental: Premium fully paid for employee & eligible dependents

Vision: Premium fully paid for employee

Vacation: 10 days annually (*increases after 3 years of service*)

Sick Leave: 12 days.

Life Insurance: \$20,000 Life Insurance and Accidental Death & Dismemberment policy.

Holidays: 12 designated holidays, plus 1 floating holiday.

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 Supervisor**, you will play a vital role in overseeing the operation, maintenance, safety, activities and staff of our child care program. You will be responsible for managing the day-to-day operations, and directly supervising the staff at the assigned location.

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



HOW TO APPLY



SCAN ME

APPLY ON
CALOPPS

or



click here

APPLY BY MONDAY, OCTOBER 6TH

INTERVIEW SCHEDULE *(in person):*

Monday, October 13 - First panel interview

Thursday, October 16 - Finalist interviews

Questions? Contact

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