



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

**CAMP LEADER,
ASSISTANT CAMP
DIRECTOR, &
CAMP DIRECTOR
(SUMMER)
#24C-1**

(CASUAL/SEASONAL)
25-40 hours per week

SALARY:

Camp Leader
\$18.98 – \$21.97 / hourly

Assistant Camp Director
\$23.07 - \$26.71 / hourly

Camp Director
\$28.04 - \$32.46 / hourly

Opened on a Continuous basis
(Opened 3/1/2024)

Application Process

Apply online at
www.CalOpps.org
Member Agency: Redwood City

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 Department staff. Interviews will be held on a rolling continuous basis until all positions have been filled.



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!

[JOIN OUR TEAM](#)

- *Serve as a mentor for youth in the local community by leading recreation activities that positively impact their lives on a daily basis*
- *Exercise your creative talents by organizing activities for youth to engage in*
- *Participate in activities that help generate a positive environment for youth to grow, learn and exceed socially*
- *Develop professionally and enhance your leadership skills*

ABOUT THE POSITIONS

The City of Redwood City's Parks, Recreation and Community Services Department is looking for Camp Leaders, Assistant Camp Directors, Camp Directors who are interested in working 25-40 hours per week during the summer, planning, organizing and conducting basic recreation activities in a variety of settings selected by the Parks, Recreation and Community Services Department.

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

Camp Leader (Program Leader I):

- Plan, organize and conduct recreation activities for youth.
- Lead a variety of recreation activities which may include, but are not limited to: arts and crafts, organized games, sports, drama, social recreation and music/singing activities.
- Supervise recreation participants, insuring that proper safety precautions are observed in assigned activities and free play.
- Maintain and care for equipment; prepare activity calendars, bulletin boards, lesson plans and/or coaching strategies as appropriate to help promote and plan recreation activities effectively.
- Assist in organizing, promoting, directing and staffing special events.
- Report to supervisors orally and in writing.
- Complete assigned paperwork, such as timecards, attendance reports and/or incident and accident reports.

BUILD A GREAT COMMUNITY TOGETHER

[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.



BENEFITS

The successful candidate will enjoy the following 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.

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

CITY VALUES

Our Core Purpose: Build a Great Community Together! The values that guide us are: **•EXCELLENCE:** Committed to Pride in Our Work • **INTEGRITY:** Do the Right Thing, Not the Easy Thing. • **SERVICE:** Building Community and Improving Quality of Life • **COLLABORATION:** Working Together for a Better Tomorrow. • **INCLISION:** Celebrating Diversity, Promoting Justice, and Inviting Participation • **INNOVATION:** Freedom to Imagine and Courage to Act

- Follow Departmental and Citywide rules and regulations as they relate to the supervision of recreation participants and general work procedures.
- 16 years of age or
- 15 ½ years of age with two years of Leader In training experience with Redwood City Parks, Recreation and Community Services
- Perform related duties and responsibilities as assigned.

Assistant Camp Director (Program Leader II):

- Assist with developing meaningful training to prepare summer staff for their role as leaders.
- Assist the Camp Director in the day to day operation of camp, which includes camp planning of activities, field trips, parent communication, and may consist of opening and closing of camp.
- Oversee pre and post care when available at camp
- Provide superior customer service experience to campers, families, and volunteers including returning phone calls in a timely manner and communication via email.
- Attend all training and staff meetings.
- Display a high level of motivation, integrity, customer service and professionalism
- Perform all related Recreation Leader duties and responsibilities as assigned
- In the absent of the Camp Director, fill in at that role.
- Must have one year of experience in a large group or camp setting.
- Must be 18 years of age.

Camp Director (Senior Program Leader):

- Assist with developing meaningful training to prepare summer staff for their role as leaders
- Responsible for day to day operation of camp which includes camp planning of activities, field trips, scheduling staff, parent communication, and opening and closing of camp
- Provide superior customer service experience to campers, families and volunteers including returning phone calls in a timely manner and communication via e-mail
- Attend all training and staff meetings
- Lead camp meetings
- Display a high level of motivation, integrity, customer service and professionalism.
- Provide superior customer service experience to families, campers and volunteers including returning phone calls, emails and creating weekly camp letters.
- Must have two years of experience in a large group or camp setting
- Must be a high school graduate and at least 18 years of age

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MINIMUM QUALIFICATIONS

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

Education & Experience

High school students must secure a work permit from their schools. Some experience in a recreation setting is preferred but not required.

Knowledge of:

- Leadership techniques.
- Specialized recreation activities.

Ability to:

- Plan, organize and conduct a wide variety of recreation activities 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 position with or without accommodations.

Additionally, Camp Directors:

- Must have two years of experience in a large group or camp setting
- Must be a high school graduate and at least 18 years of age

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. Fingerprinting

Prior to appointment, candidates will also be required to pass a TB Test at no cost to the candidate. For 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.

For questions about the position or schedule, please contact Adilah Haqq-Smith via email at asmith@redwoodcity.org.

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SUPPLEMENTAL QUESTIONNAIRE

Please answer the following question:

1. Which position are you applying for? (Please choose one)
 - Camp Leader
 - Assistant Camp Director
 - Camp Director

2. If you are applying for the Camp Director position, please confirm that you have at least 2 years of large group or camp setting experience, are a high school graduate, and at least 18 years of age?
 - Yes, I've at least 2 years of large group/ camp setting experience, am a high school graduate and at least 18 years of age.
 - N/A, I am applying for the Camp Leader and/or Assistant Camp Director position.

3. Are you available to attend the mandatory in-service training June 17-21?

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