



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

**TEEN PROGRAM/CAMP  
LEADER,  
ASSISTANT CAMP  
DIRECTOR, &  
CAMP DIRECTOR  
(SUMMER)  
#25C-11**

(CASUAL/SEASONAL)  
25-40 hours per week

**SALARY:**

**Teen Program/Camp Leader**  
\$19.49 – \$22.57 / hourly

**Assistant Camp Director**  
\$23.69 - \$27.43 / hourly

**Camp Director**  
\$28.80 - \$33.33 / hourly

Closes on May 15, 2025, or sooner.  
Please apply as soon as possible.  
(Opened 2/26/2025)

**Application Process**

Apply online at  
[www.CalOpps.org](http://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



**ABOUT THE CITY**

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by core values of excellence, integrity, service, inclusion, collaboration and innovation. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home.

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 Teen Program/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/Teen Program Leader (Program Leader I)**

**Camp Leader:**

- Plan, organize and conduct recreation activities for youth.
- Lead a variety of recreation activities which may include, but are not limited to: art and crafts, organized games, sports, drama, social recreation, and music/singing activities.
- Supervise recreation participants, ensuring 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.

**BUILD A GREAT COMMUNITY TOGETHER**

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Any provisions contained in this bulletin may be modified or revoked without notice.*



## 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



- Report to supervisors orally and in writing.
- Complete assigned paperwork, such as timecards, attendance reports and/or incident and accident reports.
- 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.

### Teen Program Leader:

- 18 years of age or older
- Plans organize and lead engaging activities for teens including games and discussion.
- Foster a positive, inclusive and safe environment for all participants.
- Serve as a mentor and role model, promoting leadership and growth.
- Supervise and monitor teen participants during program and outings.
- Manage group dynamics and address behavioral concerns in a constructive manner.
- Communicate effectively with teens, parents, and staff.
- The ability to drive City Vehicles to activities and amusement parks.

### 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 absence 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

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- 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

### **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.

**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
3. DMV Check (Teen Program Leader position)

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](mailto:asmith@redwoodcity.org).

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## SUPPLEMENTAL QUESTIONNAIRE

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Please answer the following questions:

1. Which position are you applying for? (Please choose one)
  - Teen Program Leader
  - Camp Leader
  - Assistant Camp Director
  - Camp Director
2. If you are applying for the Teen Program Leader position, please confirm that you have at least 3 years of driving experience and at least 18 years of age?
  - Yes, I've at least 3 years of driving experience and at least 18 years of age
  - N/A, I am applying for the position of Camp Leader, Assistant Camp Director, and/or Camp Director.
3. 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 Teen Program/Camp Leader, and/or Assistant Camp Director position.
4. If you are applying for the Teen Program Leader position, are you available the week of June 9 for training?
  - Yes
  - No
5. If you are applying for the Camp Director or Assistant Director position, are you available June 12, 13 and 16-20 for training?
  - Yes
  - No

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