



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## RECREATION SPECIALIST – AFTER SCHOOL PROGRAM

#2496

(CASUAL/HOURLY)  
20-25 hours per week

**SALARY:**  
\$13.50 - \$17.23 hourly  
Open Continuous  
(Opened 7/18/2017)

### 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 Parks, Recreation and Community Services 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 people interested in working approximately 20-25 hours per week planning, organizing and conducting structured homework/academic support, recreation enrichment activities in a school variety of settings selected by the Parks, Recreation and Community Services Department. Our current openings are in the After-School-Programs at Hawes, Selby Lane, Henry Ford, Fair Oaks, John Gill Schools, grades K-5th and Kennedy Middle School, grades 6-8th in Redwood City. Youth Development leaders typically assist in conducting homework support and academic enrichment recreation activities, as well as assisting with two other components of the after-school program, life skills and health awareness. This position will report directly to the Recreation and Community Services Program Coordinator and will work Monday - Friday through the school year (August to June depending on site assignment). The after-school programs will be closed all school holidays and district-wide teacher training days.

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

provide structure homework and academic support, plan, organize and conduct recreation enrichment activities for youth; supervise recreation participants, insuring that proper safety precautions are observed in assigned activities; maintain and care for equipment; prepare activity calendars, bulletin boards, lesson plans and/or coaching strategies as appropriate to help promote and plan activities effectively; assist in organizing, promoting, directing and staffing; 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 after school participants and general work procedures; perform related duties and responsibilities as assigned.

### MINIMUM QUALIFICATIONS

*Must be 18 years of age; 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

- Completion of two years of college or pass Instructional Aid Test
- Completion of AA degree or Early Childhood Education certificate is highly preferred
- A passion to work with youth
- Ability to work effectively and develop a team environment
- Some experience in a recreation setting preferred but not 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.

## Licenses & Certificates

- The incumbent may be required to travel between various locations during their scheduled work shift.
- Possession of a valid California Driver License with a satisfactory driving record is required.

## Knowledge of:

- Leadership Techniques.
- Specialized recreation activities.
- Basic Math and English

## Ability to:

- Assist students in homework and provide academic support
- 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 job functions of this position.

**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. Fingerprinting

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

**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.*