



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

**CAMP LEADER
and
CAMP DIRECTOR
(SUMMER 2023)
#23C-1**

CASUAL/SEASONAL

June 12, 2023 - August 4, 2023

20-40 hours per week

SALARY:

**Camp Leader
\$18.25 - 21.13 / hourly**

**Camp Director
\$26.96 - \$31.21 / hourly**

**Opened on continuous basis
(Opened 02/20/2023)**

Application Process

Apply online at

www.CalOpps.org

Member Agency: Redwood City

-OR-

Scan the QR Code below



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, vision, and mission that represent 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!

"Core Purpose" - Build a Great Community Together

Vision - A community where people of all backgrounds and income levels can thrive.

Mission - Building a welcoming Redwood City through collaboration, responsiveness and excellence.

JOIN OUR TEAM

- *Have fun while working with youth and teens!*
- *Serve as a positive role model for youth in our community by leading recreation activities that positively impact their lives in a fun, safe environment*
- *Exercise your creative talents by organizing activities for youth*
- *Lead and participate in activities that help generate a fun positive environment for youth to grow, learn and exceed socially*

ABOUT THE POSITIONS

The City of Redwood City's Parks, Recreation and Community Services Department is looking for Camp Leaders and Camp Directors who are interested in working 20-40 hours per week during the summer, planning, organizing and conducting 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):

- Assist with planning and organizing various recreation activities that will engage youth in a positive fun atmosphere!
- Lead a variety of creative, fun activities which may include, but are not limited to: arts and crafts, organized games, sports, drama, social recreation and music/singing activities.
- Supervise participants, insuring that proper safety precautions are observed in assigned activities and free play while having fun!
- Maintain and care for equipment;
- Report to supervisors orally and in writing.



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 Department staff.

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.

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.

- Assist with the planning of activity calendars, bulletin boards, lesson plans and/or coaching strategies as appropriate to help promote and plan recreation activities that will provide fun engaging activities
- Follow Departmental and Citywide rules and regulations as they relate to the supervision of recreation participants and general work procedures.
- Perform related duties and responsibilities as assigned.

Camp Director (Senior Program Leader):

- Assist with summer training to prepare 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
- Oversee pre and post care when available at camps
- Provide superior customer service experience to campers, families, volunteers and community members
- Attend all division training and staff meetings
- Lead camp meetings
- Display a high level of motivation, integrity, customer service and professionalism
- Responsible for managing camp budget.
- 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
- Perform all related Recreation Leader duties and responsibilities as assigned

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. Volunteer experience working with youth is a bonus.

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
- Must be at least 18 years of age
- Coursework in Early Childhood Education is preferred, not required

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.

SUPPLEMENTAL QUESTIONNAIRE

Please answer the following questions:

1. Which position are you applying for? (Please choose one)
 - Camp Leader (Program Leader I)
 - Camp Director (Senior Program Leader)
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 have ALL of the following: 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 (Program Leader I)

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.*



BUILD A GREAT COMMUNITY TOGETHER

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