



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

LIBRARY SUMMER LEARNING CHALLENGE INTERN

(CASUAL/SEASONAL POSITION)

Up to 20 hours per week
(flexible)

SALARY

\$18.65-\$21.59 / Hour

Closing date 3/30/26 at 11:59pm
(Opened 3/2/26)

Application Process

Apply online at
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 Department staff.



ABOUT THE CITY

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

ABOUT THE SUMMER LEARNING CHALLENGE PROGRAM

The Summer Learning Challenge is a summer library program that encourages kids, teens and adults to read or listen to books in the summer. The Challenge is a fun, interactive program for the whole family that includes free book giveaways, activities, raffles, and prizes for kids ages 0-18. The program starts on June 1 and runs through the end of August.

ABOUT THE POSITION

We are looking for two enthusiastic high school interns to support Library staff with activities both at the libraries and at summer outreach sites throughout the City of Redwood City to promote and support the Summer Learning Challenge and Lunch at the Library programs. The interns will be responsible for planning and delivering library programs, providing them with opportunities where their voices are elevated and valued. They will also assist with the Lunch at the Library service and associated enrichment activities.

Example of Duties: Under the supervision of a Librarian perform various duties as assigned for the operation of the Summer Learning Challenge and Lunch at the Library. Duties may include:

- Assist with planning and delivering programs for kids and teens.
- Serve lunch and lead activities during the Lunch at the Library service.
- Register children and families up in the Summer Learning Challenge and record statistical data.
- Staff outreach events at local school and community sites.

THE IDEAL CANDIDATE

Is an energetic individual who:

- Is comfortable providing clear instructions to persons of all ages.
- Has the ability to complete multiple tasks in a speedy, tidy and efficient timeframe.
- Can take direction from more than one person and is not afraid to ask follow-up and clarification questions.

Arrives to work on time with a positive attitude and can focus on their job duties.

- Is available to work at off-site outreach events (be able to drive



BENEFITS
The successful candidate will enjoy the following benefits:

- This is a non-benefited casual position.
- Casual employees may not work more than 1,000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

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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

themselves to and from different locations)

- Is available for the majority of the summer program, from June through early August.

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

- Enrolled in high school (11th -12th grade)
- High school students must secure a work permit from their schools.

Knowledge of:

- Basic Math and English
- Bilingual in Spanish preferred but not required.

Ability to:

- Sit or stand at a workstation for extended periods of time, walking, bending, stooping, pushing, reaching and squatting for library materials.
- Ability to work effectively and in a team environment.
- 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 with or without reasonable accommodation.

TENTATIVE RECRUITMENT AND SELECTION TIMELINE

- **Application Cut-off Date:** March 30, 2026 , at 11:59 pm
- **Interview Time Period:** April 20-22, 2026.

A City application is required. Prior to appointment, and candidates will be required the following:

1. Pass a TB Test
2. Valid Work Permit
3. DOJ clearance for candidates over the age of 18

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.



For questions about the position or schedule, please contact Sonia Delgado via email at sdelgado@redwoodcity.org

**LIBRARY SUMMER LEARNING CHALLENGE INTERN 2026
SUPPLEMENTAL QUESTIONNAIRE**

Supplemental questions help us evaluate your qualifications for this position. Applications without answers will not be considered complete.

1. This job requires that you have the ability to drive yourself to and from different work site locations. Do you have a reliable transportation? Yes or No
2. Provide the specific dates (from start to end) between June and early August when you will be unavailable to work during the Summer Program..

[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.*