



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## PROJECT READ EDUCATIONAL & LITERACY RECREATION LEADER

#2546

(CASUAL/HOURLY)  
5-15 hours per week

**SALARY:**

\$14.00 hourly

Continuous  
(Opened 5/24/18)

### 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 Library 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 84,000 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 Library invites you to apply for the position of Casual Project READ Educational & Literacy Recreation Leader. This is an excellent opportunity for an energetic, values-driven candidate to support and assist our Literacy Student Tutor Coordinators and Literacy Staff offering educational activities, tutoring and performing clerical tasks that will benefit our program services and community.

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

- Assist Student Tutor Coordinator to facilitate one on one tutoring and small group instruction
- Assist Student Tutor Coordinator with Literacy workshops; including set up, snack prep and clean up.
- Greet learners and/or volunteers, sign up learners, register volunteers for tutor trainings and/or sign up new volunteers for other volunteer jobs.
- Provide information on Project READ programs, including policies and procedures.
- Assist Literacy Staff in general by performing a wide variety of clerical work i.e., filing, data entry and computer learning lab assistance etc. as needed.
- Assist Program Literacy Student Tutor Coordinators and Division Manger to accomplish daily tasks, special events, Story Hours, Small Group instructions preparation, volunteer trainings and purchasing supplies.
- Assist in monitoring and recording learner's progress and monthly report stats; and database entry; assist with the Second Harvest Food Distribution and all materials, books and inventory management.
- Assist Literacy staff in maintaining ongoing support to learners/tutors including reminder emails and calls to learners and tutors as needed, maintain Instructional material inventory, assist in the Families Literacy Instructional Lab.
- May be required to work on weekends.

Hours may include any of the following shifts:

Monday – Thursday: 12:00pm-9:00pm

Friday – 10:00am-5:00pm



## 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.

## 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

Education equivalent to the completion of the 12th grade is required. Experience working with teens in an educational recreational setting is desirable. Applicant should be over 18 years old.

### Licenses & Certificate Option

- 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 educational and recreational activities for adults, parents and youth

### Ability to:

- Plan, organize and conduct a wide variety of educational and recreational activities for a diverse group of learners.
- Develop and maintain supportive and trusting individual relationships with learners and staff, and maintain positive harmonious relationships with those contacted in the course of work.
- Assist all learners with minor computer or equipment problems
- Communicate clearly and concisely, both orally and in writing
- Must be physically capable of performing the essential job functions of this classification.

**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

[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.*