



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

# ACTIVITY LEADER TEEN CENTER

#20C-1

(CASUAL/HOURLY)

Up to 18 hours per week

**SALARY:**

**\$17.70 - \$20.49 hourly**

Continuous

(Opened 1/1/2020)

### 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 Redwood City Public Library is looking for energetic people interested in working with teens to organize and conduct educational and recreational activities, assist with homework and other educational support, provide information regarding library materials, help teens with computer usage and questions, and build a cooperative, supportive and trusting relationships with customers visiting the Teen Center.

Typical duties include, but are not limited to the following: supervise and monitor teen center customers to ensure appropriate behavior and a healthy environment is maintained at all times; lead a variety of educational and recreational activities such as arts and crafts, games, movies, discussions and other related activities. Help students with homework ; answer questions about locations of materials in library; maintain 2nd floor book collection and monitor behavior on the 2nd floor; , refresh bulletin boards and create book displays.; assist in organizing, promoting, directing and staffing monthly events and special events; assist with computer problems and questions;; complete assigned paperwork and data entry, attendance reports, and/or incident reports; follow departmental and citywide rules and regulations as they relate to the supervision of educational and recreational activities participants and general work procedures; perform related duties and responsibilities as assigned.

Hours may include any of the following shifts:

Monday – Thursday: 1:00pm-9:00pm

Friday 1:00pm-5:00pm

Saturday 10:00am-5:00pm

Sunday: 12:00pm-5:00pm

### 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

Completion of high school or equivalent and experience working with tweens, teens and emerging adults ages 11-18 or those typically in grades six through twelve.



## 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.

### Knowledge of:

- Basic knowledge of libraries including shelving, reserving items, checking out items.
- Basic knowledge of entertainment technology like social networking platforms, virtual reality, gaming systems, 3D printing and other emerging content.
- Basic knowledge of classroom and e-learning tools like Microsoft Office, Gmail, Google classroom, Cloud and other emerging content.
- Current social issues, trends and problems facing tweens, teens and emerging adults.

### Ability to:

- Assist patrons in finding materials and maintain a good understanding of library policies and procedures.
- Develop and maintain supportive trusting individual relationships with tweens, teens and emerging adults.
- Actively listen without judgment, criticism or interruption and provide consistent, courteous and sincere customer service to patrons and their families.
- Provide homework help and basic educational support.
- Manage the upkeep of the teen center and adjoining public spaces by cleaning, dusting, vacuuming as needed, straightening books and picking up trash.
- Must be physically capable of performing the essential job functions of this classification with or without accommodation.

**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. Fingerprint Check

For the 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.

**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.*