



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## LIBRARY TEEN EDUCATIONAL & RECREATION SPECIALIST

#2505

(CASUAL/HOURLY)

10 -20 hours per week

**SALARY:**

**\$14.00 hourly**

Continuous

(Opened 1/29/18)

### 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's Library Department is looking for energetic people interested in working with teens to organize and conduct educational and recreational activities, assist with homework, provide educational support, provide information regarding library materials, helping the teens with computer usage and questions, and build cooperative, supportive and trusting relationships with the youth 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; lead a variety of educational and recreational activities such as arts and crafts, organized games, movies, sports, drama, and other educational related activities, such as music/singing activities; help students with homework needs; answer questions about locations of materials in library; maintain 2nd floor book collection and monitor behavior on the 2nd floor; prepare activity calendars, bulletin boards, lesson plans and/or coaching strategies as appropriate to help promote and plan educational and recreational activities effectively; assist in organizing, promoting, directing and staffing special events; assist with computer problems and questions; schedule, train and supervise teen volunteers; complete assigned paperwork and data entry, such as time cards, attendance reports, and/or incident reports; lift and carry materials; 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: 10:00am-9:00pm

Friday – Saturday 10:00am-5:00pm

Sunday: 12:00pm-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.

### Licenses & Certificates

- Incumbent may be required to travel between various locations during their scheduled work shift.
- Possess a valid California Driver's License and satisfactory driving record.

### Knowledge of:

- Leadership techniques
- Specialized educational and recreational activities
- Experience working with teens

### Ability to:

- Plan, organize and conduct a wide variety of educational and recreational activities for a diverse group of teens.
- Develop and maintain supportive and trusting individual relationships with teens, and maintain positive harmonious relationships with those contacted in the course of work.
- Help with basic homework needs.
- Assist teens 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. DMV Check
3. 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*



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**BUILD A GREAT COMMUNITY TOGETHER**