



Apply to join the Redwood City team as a:

Parks, Recreation & Community Services Manager: Senior Services

\$158,284 - \$189,907 Annually
(**\$13,190.39 - \$15,825.64 Monthly**)

Open: Friday, May 15, 2026

Closes: Friday, June 5, 2026, at 11:59 pm

ABOUT THE CITY

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

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Parks, Recreation and Community Services Department team that fosters innovation, creativity and collaboration, we hope you'll apply.

About the role:

This position is a citywide classification and may be used to establish an eligibility list for future Parks, Recreation & Community Services Manager vacancies.

The Parks, Recreation & Community Services Manager – Senior Services is responsible for leading the operations, programs, services, and community engagement efforts that support Redwood City's older adult population. This position oversees a broad range of senior services, including recreation programming, wellness initiatives, social services coordination, special events, facility operations, partnerships, and community outreach, while helping ensure the City's brand new 45,000 square foot senior center continues to be a welcoming, active, inclusive, and responsive community space.

This role provides leadership and oversight for the day-to-day operations of senior services programs and facilities, including staff supervision, budget administration, program development, strategic planning, contract management, and customer service delivery. The Manager works collaboratively across City departments and with community organizations, regional agencies, volunteers, and service providers to support programs and services that enhance quality of life, social connection, health, and lifelong learning opportunities for older adults.

The Manager also serves as a key liaison to community stakeholders and the Senior Affairs commission, helps guide long-range planning efforts related to aging services and ensures programs and services reflect the evolving needs of Redwood City's diverse senior community. Responsibilities include overseeing operational logistics, evaluating program effectiveness, supporting staff development, and maintaining strong partnerships that advance the City's commitment to accessible and high-quality community services.

City of Redwood City's Core Values



Ideal candidate:

The ideal candidate will be a collaborative, organized, and service-oriented leader with experience overseeing senior services, community programs, recreation operations, or other public-facing community services. They will bring a thoughtful and people-centered approach to leadership, balancing strategic vision with strong operational and administrative skills.

This role calls for someone who thrives in relationship-driven environments and can successfully lead teams while building strong partnerships with older adults, families, community organizations, volunteers, regional service providers, and other City departments. The ideal candidate will demonstrate strong communication and public engagement skills, including the ability to work effectively with community stakeholders, commissions, and City leadership.

The successful candidate will be experienced in program planning, staff supervision, budgeting, facility operations, and customer service, while remaining adaptable in a dynamic and evolving environment. Familiarity with aging services, wellness programming, intergenerational initiatives, grant funding, and community partnerships is highly desirable.

Most importantly, the ideal candidate is passionate about creating welcoming, inclusive, and engaging spaces that support connection, lifelong learning, wellness, and quality of life for Redwood City's older adult community.

What you'll do, at a glance:

As Redwood City's Senior Services Manager, you will:

- Plan, direct, and oversee senior services programs, activities, events, and facility operations that support the health, wellness, recreation, and social engagement of older adults.
- Develop and evaluate programs, services, and community initiatives that respond to the evolving needs and interests of Redwood City's older adult population.
- Oversee the daily operations of senior centers and related facilities, including scheduling, customer service, program coordination, and operational logistics.
- Supervise, mentor, and support full-time, part-time, and volunteer staff to ensure high-quality service delivery and positive community experiences.
- Lead outreach and engagement efforts to promote senior services programs, activities, resources, and special events.
- Manage budgets, contracts, agreements, and program resources while ensuring compliance with City policies and procedures.
- Collaborate across City departments and with regional agencies, nonprofits, healthcare providers, and community organizations to enhance services and support for older adults.
- Serve as staff liaison to commissions, advisory bodies, and community groups as assigned.
- Support long-range planning efforts related to senior services, aging populations, facility operations, and community wellness initiatives.
- Coordinate special events, wellness activities, educational programs, and intergenerational opportunities that foster community connection and lifelong learning.
- Monitor program participation, community feedback, and operational effectiveness to support continuous improvement and service excellence.
- Ensure compliance with applicable safety, accessibility, and operational standards and regulations.
- Build and maintain strong relationships with participants, families, volunteers, community partners, and stakeholders.
- Perform other duties as assigned.
- To view the job description, [click here](#).

Minimum Qualifications:

A combination of experience, training and education that has prepared you to have the knowledge, skills and abilities to succeed in this position. Examples of potential backgrounds may include:

- **Experience:** Three (3) years of increasingly responsible experience, the delivery of recreation, parks, and community services, with two (2) years of supervisory experience.

• Questions? Read hiring process [FAQs](#), or reach out via email to ecorona@redwoodcity.org. •

- **Education:** Bachelor's degree from an accredited college or university with, public policy, business administration, recreation or related field.
- Possession of, or an ability to obtain, a valid California Driver's License

Application Process: Apply online at www.CalOpps.org **Member Agency:** Redwood City

Submit your application via www.CalOpps.org by June 5, 2026 (Interviews scheduled for Thursday, June 25, 2026)

Perks and Benefits:

- **Eligible for merit-based salary increases** – ranging from 4% to 7% at 6 months, and annually thereafter, depending on performance.
- **Pension membership in the [California Public Employees Retirement System \(CalPERS\)](#)**
New members join 2% at age 62; current members join 2% at age 60.
For those unfamiliar with CalPERS:
 - It's the largest retirement pension system in the United States.
 - When you retire, CalPERS pays you a percentage of your salary for the rest of your retirement.
 - Your retirement benefit is based on your retirement age, years of service, highest salary, and other factors.
 - You don't have to stay with one employer for your entire career in order to keep earning towards your pension. The nearly 3,000 employers in California who participate in CalPERS, including a majority of California public agencies, school districts, charter schools, and the State of California.
 - The City does not participate in Social Security
- **Health, Dental & Vision Insurance for you and your family** – Choose from a range of HMO, PPO and EPO options. The City pays 90% of the health insurance premium, up to \$2,461.99 per month in 2026, and 90% of dental and vision premiums.
- **Employee Assistance Program** – Obtain a range of supportive services, including free counseling.
- **Generous Paid Time-Off**
 - Vacation leave – 10 to 25 days per year, depending on years of service
 - Sick leave – 12 days per year
 - Paid holidays – 15 days per year
- **Free Fitness Center Access at City Facilities**
- **Flexible Spending Account (Section 125)** – Use pre-tax dollars to pay for health insurance premiums, dependent care, medical expenses and commuter expenses.
- **Commuter Benefits** – City matches \$100/month on commuter expenses for public transit use.
- **Education Reimbursement** of \$2,000 annually. \$2,000 may be used for courses taken as a part of a degree program. Up to \$1,000 may be used for job-related professional development classes outside of a degree program.
- **Deferred Compensation (457)** – The City contributes 2% of your salary to a deferred compensation plan.
- **Life Insurance** – Policies available equal to one and one-half times the employee's annual salary, at a 60/40 premium split between the City and employee respectively.
- **Long Term Disability Insurance** – The City pays the full cost of the basic rate, up to a \$3,000 maximum monthly benefit. A buy-up option paid by the employee is available, for a total maximum monthly benefit of \$6,000.

The Fine Print

- Those who best meet the qualifications and requirements for the position will be invited to participate in the selection process.
- Oral board interviews will be conducted in person on Thursday, June 25, 2026.
- Prior to appointment, candidates will be required to pass a background check (at no cost) including criminal history, DMV, a DOJ fingerprint check, and reference check. Reference checks will be conducted in close coordination with the candidate.
- Candidates with a disability which may require special assistance in any phase of the application or selection process should advise HR prior to or upon submittal of application by contacting Erica Corona at ecorona@redwoodcity.org
- Provisions in this document may be modified or revoked without notice.
- Redwood City is proud to be an Equal Opportunity Employer.

Supplemental Questions

The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills. Applications without answers will not be considered complete. There is not a strict minimum or maximum word count, and we encourage you to submit thoughtful and complete responses. As a rough guide with regard to maximum length, we anticipate that candidates should easily be able to answer all three questions without going beyond a combined total of 1,400 words.

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1. Current Department divisions include: *Senior Services, Special Events & Cultural Arts, Recreation (Youth/Teens/Sports), Parks, Facilities, Human Services, Class Administration/Marketing.* Please identify up to (3) three divisions that most interest you and explain why you selected each one. For each division, provide a brief overview, background, and experience in each. If Senior Services is one of your top three selections, you are only required to provide overviews for the other two divisions selected. If you are only interested in Senior Services, please add "NA"
2. Please describe your experience planning, overseeing, or supporting senior services programs, facilities, or community-based services for older adults. Include examples of the types of programs, services, or operations you managed and your specific role and responsibilities.

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