



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

# PROGRAM LEADER I

(AFTER SCHOOL SPORTS &  
MOBILE RECREATION)  
#25C-3

(CASUAL/HOURLY)  
10-15 hours per week

**SALARY:**  
**\$19.49- \$22.57 hourly**  
Continuous  
(Opened 1/1/2025)

## 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 Parks, Recreation and Community Services Department staff.



## 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 **core values of excellence, integrity, service inclusion, collaboration 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.

## JOIN OUR TEAM

- Serve as a role model for youth in the local community by supervising athletic opportunities that promote sportsmanship and skill acquisition
- Develop professionally and enhance your leadership and communication skills
- Engage youth in challenging mobile recreation opportunities
- Opportunities to assist in a variety of Parks & Recreation programming to learn the benefits of our profession

## ABOUT THE POSITION

The City of Redwood City Parks, Recreation & Community Services Department is looking for enthusiastic people to work within our After School Sports and Mobile Recreation programs operated out of Red Morton Community Center. The hours of this position could be Monday through Friday, from 3:30pm-8:30pm during the school year, but nighttime and weekend hours will be mandatory depending on special events and program needs. During the spring and summer, duties will include, but are not limited to, serving as an assistant coach within our Junior Dribblers basketball program and assisting with mobile recreation activities at various parks and school sites. This position will work under the gym/field supervisor and report directly to the After School Sports Coordinator.

Typical duties may include, but are not limited to the following: work as a field attendant in our flag football leagues; work as a scorekeeper in our volleyball and basketball leagues; possess a firm understanding of league rules and policies; ensure that games and practices operated in a safe, inclusive environment; report any issues immediately to gym/field supervisor and/or After School Sports Coordinator; address all parent and coaches in a professional manner; maintain and care for all sports and mobile rec equipment; follow departmental and city-wide rules and regulations as they relate to the supervision of sports program and general work procedures; assist with other programs within the Parks & Recreation Department, including but not limited to, facilities, special events, and other youth programs.

**BUILD A GREAT COMMUNITY TOGETHER**



## 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



## THE IDEAL CANDIDATE

Will be a team player and at the same time have the ability to work independently to supervise off-site programs; will enjoy the challenge of working together with a variety of groups to create positive outcomes for youth.

## 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

Experience working with youth and in a recreation setting. Some experience in athletics preferred, but not required.

### Licenses & Certificates

- Must be physically capable of performing the essential job functions of this classification.
- Possession of a valid California Driver License with a satisfactory driving record is preferred.

### Knowledge of:

- Departmental philosophy and program expectations.
- The important role that youth sports plays in the health and wellness of our youth.

### Ability to:

- Communicate in a timely manner clearly and concisely with gym/field supervisor and After School Sports Coordinator
- Solve problems independently, while adhering to City policies and league by-laws.
- Communicate with parents and coaches effectively program goals, needs, and expectations.

The incumbent must be able to perform the essential functions of the job with or without reasonable 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. Fingerprinting
3. DMV Check (For candidates who possess a valid California Driver's License)

For candidates who are under 18 years of age 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. Prior to appointment, candidates will also be required to pass a TB Test at no cost to the candidate.

### 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.*