



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

**PROGRAM
LEADER I**
(SPECIAL EVENTS)
#26-01
(CASUAL/HOURLY)

15-20 hours per week

SALARY:

\$19.49- \$22.57 hourly

Continuous

(Opened 1/26/2026)

Application Process

Apply online at

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.

ABOUT THE POSITION

Join our team of dedicated staff working in the special events division of Redwood City's Parks, Recreation, & Community Services Department. Team members will assist in setting up, monitoring, and breaking down events all while providing excellent customer service.

Redwood City is known for delivering a large variety of high-quality special events year-round including concerts, festivals, cultural events, kids concerts, pop up recreational activities, and more. Duties for this position include, but are not limited to, the following: follow event plan and execute assigned duties effectively and efficiently; understand proper setup and breakdown procedures of special events equipment; maintain and care for equipment as necessary; monitor program areas for quality assurance; operate effectively as a member of a team; report to supervisors orally and in writing; complete assigned paperwork such as timecards and incident and/or accident reports.

Work schedules can vary during the year pending current event programming. Candidates can expect an average of 15-20 hours per week throughout the year.

THE IDEAL CANDIDATE

The ideal candidate is passionate about building community through events that offer the public shared experiences in shared spaces. An effective Program Leader represents the service-oriented, positive, and enthusiastic mission of the City of Redwood City while being able to multi-task, demonstrate leadership, and provide superior customer service.

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:



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



Education & Experience

Some experience in a recreation setting preferred but not required.

Licenses & Certificates

- Incumbent may be required to travel between various locations during their scheduled work shift.
- Incumbent may need to drive vehicles used to transport materials, tools, and equipment.
- Possession of a valid California Driver's License and satisfactory driving record is required.

Knowledge of:

- Leadership techniques.
- Specialized recreation activities.
- Some audio/video equipment.

Ability to:

- Follow direction and departmental and City-wide procedures.
- Monitor and conduct a wide variety of recreation activities for all age groups and genders.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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

Prior to appointment, candidates will also be required to pass a pre-employment physical 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.