



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

**PROGRAM
LEADER II
(After School
Program Staff)
#25C-21**

**(CASUAL/HOURLY)
20-28 hours per week**

SALARY:

**Program Leader II
\$23.69 - \$27.43**

*(Opened 07/02/2025)
Continuous*

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.

JOIN OUR TEAM

Make a Difference in Your Community!

Join us in empowering youth through education, enrichment, and leadership.

Lead and Inspire:

Guide youth in fun, meaningful activities that build confidence and connection.

Support Academic Success:

Help students excel by offering tutoring and academic assistance.

Create Positive Change:

Plan and participate in engaging recreational and enrichment programs.

Grow as a Leader:

Receive professional development and hands-on leadership training.

Build Your Future:

Gain valuable experience in youth development and education.

ABOUT THIS POSITION

Join a team of dedicated Program Leaders committed to empowering youth and making a positive impact in the community.

The City of Redwood City is offering exciting opportunities to support local youth through after-school programs at various school sites. We're looking for **enthusiastic and motivated Program Leader II's** to join our team!

In this role, you will:

- Lead the planning and facilitation of diverse, enriching youth activities
- Inspire student engagement through health, recreation, and service projects
- Develop activity calendars and lesson plans that foster growth, learning, and leadership

This position will report directly to the Recreation and Community Service Program Coordinator. position, gaining hands-on experience in youth development. This part-time position offers **20–28 hours per week**, Monday through Friday, during the **2025–2026 school year** (August to June, depending on site assignment).

Be part of something meaningful — help shape the future, one student at a time!



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



Program Leader II:

Typical duties may include, but are not limited to the following:

- Work with Program Leader I staff
- Provide academic and homework support to help students succeed
- Plan, organize, and lead recreation and enrichment activities
- Encourage student participation in health, wellness, and community service projects
- Serve as a positive role model, ensuring a safe and supportive environment
- Help create activity calendars and lesson plans that foster engagement and growth
- Support the organization, promotion, and staffing of events and programs
- Supervise participants and ensure safety protocols are always followed
- Maintain program equipment and prepare materials such as calendars, bulletin boards, and coaching strategies
- Communicate effectively with supervisors through verbal and written reports

MINIMUM QUALIFICATIONS Must be 18 years; any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Education & Experience

- Must be 18 years or older
- High School Diploma or GED
- Completion of 48 college units or ability to pass the Instructional Aide Test
- Passionate about working with youth
- Strong teamwork and collaboration skills
- Recreation experience preferred, not required

Licenses & Certificates

- The incumbent may be required to travel between various locations during their scheduled work shift.
- Possession of a valid California Driver License with a satisfactory driving record is preferred.

Knowledge of:

- Leadership skills
- Recreational activity planning
- Basic Math and English proficiency

Ability to:

- Provide homework help and academic support
- Plan and lead diverse recreation activities
- Communicate clearly, verbally and in writing.
- Build and maintain positive working relationships

Must be physically capable of performing job functions of this position with or without reasonable

accommodation



A City application is required. Prior to appointment, candidates at least 18 years of age will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check (For candidates who possess a valid California Driver's License)
3. Fingerprinting

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.*



**SUPPLEMENTAL QUESTIONNAIRE
PROGRAM LEADER II (AFTER SCHOOL PROGRAM STAFF) #25C-21
CITY OF REDWOOD CITY**

Please answer the following question:

1. I am over 18 years of age.

- Yes
- No