



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

**RECREATION
LEADER &
ASSISTANT CAMP
DIRECTOR
(SUMMER)
#20C-16**

**(CASUAL/SEASONAL)
25-40 hours per week**

SALARY:

**Recreation Leader
\$15.38 – \$17.80 / hourly**

**Assistant Camp Director
\$17.70 - \$20.49 / hourly**

Open Continuous
(Opened 3/2/2020)

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 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 82,881 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!

[JOIN OUR TEAM](#)

- *Serve as a mentor for youth in the local community by leading recreation activities that positively impact their lives on a daily basis*
- *Exercise your creative talents by organizing activities for youth to engage in*
- *Participate in activities that help generate a positive environment for youth to grow, learn and exceed socially*
- *Develop professionally and enhance your leadership skills*

ABOUT THE POSITION

The City of Redwood City's Parks, Recreation and Community Services Department is looking for Recreation Leaders and Assistant Camp Directors who are interested in working 25-40 hours per week during the summer, planning, organizing and conducting basic recreation activities in a variety of settings selected by the Parks, Recreation and Community Services Department.

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

Recreation Leaders:

- Plan, organize and conduct recreation activities for youth.
- Lead a variety of recreation activities which may include, but are not limited to: arts and crafts, organized games, sports, drama, social recreation and music/singing activities.
- Supervise recreation participants, insuring that proper safety precautions are observed in assigned activities and free play.
- Maintain and care for equipment; prepare activity calendars, bulletin boards, lesson plans and/or coaching strategies as appropriate to help promote and plan recreation activities effectively.
- Assist in organizing, promoting, directing and staffing special events.
- Report to supervisors orally and in writing.
- Complete assigned paperwork, such as timecards, attendance reports and/or incident and accident reports.



BENEFITS

The successful candidate will enjoy the following 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.

- Follow Departmental and Citywide rules and regulations as they relate to the supervision of recreation participants and general work procedures.
- Perform related duties and responsibilities as assigned.

Assistant Camp Directors:

- Assist with developing meaningful training to prepare summer staff for their role as leaders.
- Assist the Camp Director in the day to day operation of camp, which includes camp planning of activities, field trips, parent communication, and may consist of opening and closing of camp.
- Oversee pre and post care when available at camp
- Provide superior customer service experience to campers, families, and volunteers including returning phone calls in a timely manner and communication via email.
- Attend all training and staff meeting
- Display a high level of motivation, integrity, customer service and professionalism
- Perform all related Recreation Leader duties and responsibilities as assigned
- In the absent of the Camp Director, fill in at that role.

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

High school students must secure a work permit from their schools. Some experience in a recreation setting is preferred but not required.

Licenses & Certificates

- None.

Knowledge of:

- Leadership techniques.
- Specialized recreation activities.

Ability to:

- Plan, organize 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.

Must be physically capable of performing the essential job functions of this position with or without accommodations.

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.



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

Prior to appointment, candidates will also be required to pass a TB Test at no cost to the candidate.

**SUPPLEMENTAL QUESTIONNAIRE
RECREATION LEADER & ASSISTANT CAMP DIRECTOR #20C-16
CITY OF REDWOOD CITY**

Please answer the following question:

Which position are you applying? (Please choose one)

1. Recreation Leader
2. Assistant Camp Director

[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.*