



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

**PROGRAM
LEADER I
(SPECIAL EVENTS)
#20C-11.4
(CASUAL/HOURLY)**

15-20 hours per week

**SALARY:
\$19.98- \$21.98 hourly
Continuous
(Opened 2/7/20)**

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

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 84,000 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!

ABOUT THE POSITION

The City of Redwood City's Parks, Recreation and Community Services (PRCS) Department is looking for enthusiastic individuals interested in working approximately 15-20 hours per week at special events operated by the Parks, Recreation and Community Services Department. Incumbents will typically assist in setting up, monitoring, and breaking down the events all while providing excellent customer service to visitors.

Typical duties may include, but are not limited to the following: Follow event plan and execute assigned duties effectively and efficiently; monitor or manage interactive recreation areas 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; maintain and care for equipment as appropriate to help promote recreation activities effectively; assist in organizing, promoting, and managing special events; assist in setting up, monitoring, and breaking down the events; report to supervisors orally and in writing; complete assigned paperwork such as timecards, attendance reports and/or incident and accident reports; perform related duties and responsibilities as assigned.

THE IDEAL CANDIDATE

The Program Leader I (Special Events) is responsible for presenting the service oriented, positive, and enthusiastic mission of the City of Redwood City. The ideal candidate will enjoy promoting a variety of recreation activities. The ideal candidate will also have the ability to multi-task, and demonstrate excellent leadership and customer service methods and practices.

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

Students must secure a work permit from their school. Some experience in a recreation setting preferred but not required.



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.

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.

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 preferred but not 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 (For candidates who possess a valid California Driver's License)

Prior to appointment, candidates will also be required to pass a pre-employment physical at no cost to the candidate.

For candidates who are under 18 years old 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.

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.