



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## RECREATION SPECIALIST (SUMMER ADVENTURES) #2511

(CASUAL/SEASONAL)  
40 hours per week  
6/11/2018-8/15/2018

**SALARY:**  
\$18.09 – \$19.95 / hourly  
Open until filled  
(Opened 2/27/2018)

**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 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!

### ABOUT THE POSITION

The City of Redwood City's Parks, Recreation and Community Services Department is looking for people interested in working 40 hours per week (from 6/11/2018 to 8/15/2018) to coordinate, transport and supervise youth, age 12-16, in our Summer Adventures Camp program that operates out of the Red Morton Youth Center. This position will be supervised by the Youth Center Supervisor. **Candidates must be 18 years or older to apply.**

**Typical duties may include, but are not limited to the following:** Safely transport and supervise youth in various adventure location throughout the Bay Area, conduct themselves and hold program participants to a standard of behavior that represents the City in a positive manner; assist in organization, program promotion and purchasing of necessary supplies; responsible for following City transportation guidelines and safety protocols; follow all Summer Adventure policies and procedures; follow all Youth Center guidelines and procedures; report to supervisors orally and in writing; complete assigned paperwork, such as timecards, credit card statements, attendance reports and/or incident and accident reports; 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.

### THE IDEAL CANDIDATE

Will be a team player and at the same time have the ability to work independently to coordinate and supervise off-site trips; will enjoy the challenge of working together with a variety of groups to create positive outcomes for youth; and will have excellent leadership and customer service methods and practices. In addition, candidate must be comfortable operating a CITY van that holds up to 7 passengers.

### 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

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.

**Candidate must be 18 years of older to apply.**

### Licenses & Certificates

- Must possess a valid California Driver's License and satisfactory driving record.

### Knowledge of:

- Leadership Techniques.
- Specialized recreation activities.

### Ability to:

- Confidentially operate a CITY Van that holds up to 7 passengers
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

Must be physically capable of performing job functions of this position.

**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. Fingerprinting

**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.*