



THE CITY OF REDWOOD CITY INVITES APPLICATIONS FOR:

# RECREATION SPECIALIST – SPECIAL NEEDS CHEF CLUB – EVENING PROGRAM

#2635

(CASUAL/HOURLY)

5 - 10 hours per week

**SALARY:**

**\$17.00 - \$20.00 hourly**

Open Continuous

(Opened 4/24/2019)

### 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 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 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 is looking for people interested in working approximately 5 hours per week (Thursday evenings) planning, organizing and conducting basic recreation activities in a variety of settings selected by the Parks, Recreation and Community Services Department. Incumbents will typically supervise teens, adults and seniors with various physical and/or developmental disabilities in the evening Chef Club Program.

**Typical duties may include, but are not limited to the following:** plan, organize and conduct recreation activities for participants with disabilities; lead a variety of recreation activities which may include, but are not limited to: an evening cooking program; supervise recreation participants, insuring that proper safety precautions are observed in assigned activities and free play; maintain and care for equipment; prepare activity calendars and lesson plans 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, 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.

### MINIMUM QUALIFICATIONS

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

#### Education & Experience

- A passion to work with youth.
- Ability to work effectively and develop a team environment.

#### Licenses & Certificates

None.



## 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.

### 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 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. 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.*