



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

RECREATION SPECIALIST- PE+ COACH

#2492

(CASUAL/HOURLY)
24-28 hours per week

SALARY:
\$13.50 - \$17.23 hourly
Open until filled
(Opened 10/18/17)

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 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

Recreation Specialist – PE+ Coach, Physical Education Program

2017-2018 School year

The City of Redwood City is looking for enthusiastic individuals interested in working approximately **24-28 total hours per week, Monday-Friday between the hour range of 8am-3pm**, in our PE+, K-5th, Physical Education program. PE+ classes provide structured Health and Fitness activities for students in the Redwood City School District at Adelante, Hawes, Selby Lane, Henry Ford and Garfield Schools. This position will report directly to the PE + Coordinator and PE+ Head Coach and will work throughout the school year (August to June). The PE+ program will be closed during all school holidays and district-wide teacher training days.

Typical duties may include, but are not limited to the following: plan, organize and teach physical fitness to youth, insuring that proper safety precautions are observed in assigned activities; supervise participants; maintain and care for equipment, prepare physical activity calendar, bulletin boards, lesson plans, and/or coaching strategies as appropriate to help promote health and wellness activities effectively; help promote after school sports; report to supervisors orally and in writing; complete assigned paperwork, such as time cards, attendance report and incident and accident reports; follow departmental and City wide rules and regulations as they relate to the supervision of PE+ participants and general work procedures; perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

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

- Education equivalent to high school graduation required
- Completion of AA degree or health and fitness certification program is highly preferred



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.

Education & Experience (Continued)

- Must be 18 years of age
- A passion for sports and fitness
- Ability to work effectively and develop a team environment
- Possession of or ability to obtain First Aid/CPR certification

Licenses & Certificates

- None

Knowledge of:

- Physical Education California State standards
- Principles and practices of physical fitness and sports activities for youth
- Safe fitness practices and injury prevention

Ability to:

- Develop and implement effective program curriculum and content
- Plan, organize and conduct a wide variety of physical education activities for all age groups and genders
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work
- Engage children in physical fitness activities
- Organize people, supplies, and equipment
- Plan and schedule physical education activities
- Follow safety procedures
- Exercise good judgment, tact and courtesy

Must be physically capable of performing the essential 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. 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.