



We invite applications for the position of:

Recreation Program Specialist

\$27.43-\$32.72/hour

Open until filled

The City of San Mateo Parks and Recreation Department is looking for responsible, enthusiastic, and team-oriented individuals to join our Summer Camp Team!

The Position:

Are you seeking a meaningful career serving youth in a diverse, multicultural community? Join our team and make a positive difference every day. This position will oversee the daily operations, ensuring high-quality services and a welcoming environment for participants. This role provides leadership and guidance to per-dem staff, serving as a coach and mentor to support their success. Strong attention to developmentally appropriate practices and safety compliance is essential to maintaining program excellence and accountability.

Qualifications:

The ideal candidate will possess a valid State of California driver's license, with Early Childhood Education units preferred. They should have at least one year of paid leadership experience within a classroom, after-school program, or camp environment and a minimum of a high school diploma. Strong communication skills, both verbal and written, are essential, particularly when working with individuals from diverse backgrounds. This position requires the ability to work independently while following direction from a coordinator, as well as the capacity to train, supervise, and collaborate effectively with staff, youth participants, and their families. Attention to detail is critical, including maintaining accurate records and submitting required documentation promptly. Candidates must be proficient in computer applications, specifically Microsoft Word and Excel, and successfully pass all required background checks upon hire. A bilingual pay differential is available for candidates fluent in identified languages. Availability is required Monday through Friday from May through August, between the hours of 8:00 a.m. and 6:00 p.m.

Recreation Program Specialist Example Duties:

Duties may include, but are not limited to, the following:

- Assist in the implementation of a 40-hour Summer Camp Training for per-diem staff.
- Collaborate with Recreation Specialists I, II, and III to plan and deliver daily camp activities that are developmentally appropriate for children aged 5-12.
- Lead recreation per-diem staff on behavior management strategies, best practices for working with youth, and daily camp routines such as sign-in/sign-out procedures, field trip management, incident/accident forms, and activity implementation.
- Occasional driving of City vehicles to support programmatic needs, including transporting youth participants on field trips.
- Provide regular and clear feedback to participants' families regarding their child's experience and progress.
- Manage camp supplies, T-shirt inventory, and first aid equipment.
- Support the Coordinator in weekly staff meetings to ensure smooth operations and team alignment.

Are You Interested? Apply!

Applications can be found on our website at www.cityofsanmateo.org, on-line at www.calopps.org, or at City facilities to e-mail to Mvenneri@cityofsanmateo.org If you have any questions, contact Community Services Supervisor, Michele Venneri via email or 650.522.7484.

Fine Print Prior to hire, candidates will be required to successfully complete all pre-employment requirements, including reference checks, a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) Live Scan fingerprint background check, and Tuberculosis (TB) clearance. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify wleopoldino@cityofsanmateo.org or (650) 522-7265 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.