



## 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, vision, and mission that represent 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!

*"Core Purpose" - Build a Great Community Together*

*Vision - A community where people of all backgrounds and income levels can thrive.*

*Mission - Building a welcoming Redwood City through collaboration, responsiveness and excellence.*

## JOIN OUR TEAM

- Serve as a role model for youth in the local community by officiating (4<sup>th</sup> - 8<sup>th</sup> grade) athletic opportunities that promote sportsmanship and skill acquisition.
- Develop professionally and enhance your leadership, conflict resolution skills, confidence, and communication skills.
- Additional opportunities to gain experience in various Parks & Recreation programming to learn the benefits of our profession.

## ABOUT THE POSITION

### Program Leader II After School Sports Youth Referee Training Program

The City of Redwood City Parks, Recreation & Community Services Department is looking for enthusiastic high school students to train and work within our After School Sports Program as a flag football, volleyball or basketball officials. On game days, youth referees will be partnered with an experienced official to provide mentorship and continuous training. Game days and times are Monday through Thursday, from 3:45pm-7pm. Youth officials will typically work two days a week. Officials will earn a referee certification and will be provided a referee shirt and whistle. Training dates will vary based on sport and season and will include classroom and hands-on instruction.

#### Sample timeline:

##### Flag Football and Volleyball Training:

- Training Certification Mid-August – through September
- Games begin the last week of September – Second week of November

##### Basketball Training:

- Training Certification Mid-August – through September
- Games begin the first week of December – Second week of third week of March

THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## PROGRAM LEADER II

(AFTER SCHOOL SPORTS  
YOUTH REFEREE TRAINING  
PROGRAM:  
FLAG FOOTBALL,  
VOLLEYBALL, & BASKETBALL)  
#23C-9

Open to High School age students  
with the ability to obtain a work  
permit.

(CASUAL/HOURLY)

15-20 hours per week (seasonal)

#### SALARY:

\$23.07 - \$26.71 hourly

Open Continuous

#### 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.





- Referee certification and mentorship will be provided by local high school referees association and the National Academy of Athletics.
- **Typical duties may include, but are not limited to the following:**
- Attendance at all training sessions
- Knowledgeable of the rules and regulations of assigned sport program.
- Officiate After School Sports scrimmage and games.
- Exercise sound judgment in addressing behavior problems.
- Establish and maintain a respectful and courteous working relationship with coaches, participants, and parents contacted in the course of work.



## BENEFITS

- This is a non-benefited casual position.
- Casual employees may not work more than 1,000 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.

## THE IDEAL CANDIDATE

Will be a team player and at the same time can work independently to **officiate youth sport** programs; 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.

## 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

Experience working with youth and in a recreation setting. Some experience in athletics preferred, but not required. Supervision experience is preferred, but not required. **Must at least be a high school student with the ability to obtain a work permit.**

### Knowledge of:

- Departmental philosophy and program expectations.
- The important role that youth sports plays in the health and wellness of our youth.

### Ability to:

- Communicate in a timely manner clearly and concisely, both orally and in writing.
- Solve problems independently, while adhering to City policies and league by-laws.
- Establish, maintain and foster positive relationships with all collaborative partners and parents.
- Communicate with parents and coaches effectively program goals, needs, and expectations.

The incumbent must be able to perform the essential functions of the job with or without reasonable accommodation. **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:

- Prior to appointment, candidates will also be required to pass a TB Test at no cost to the candidate.
- Prior to appointment, candidates will be required to furnish a work permit (this will only be required at the end of the hiring process)

### 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.*



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**SUPPLEMENTAL QUESTIONNAIRE  
PROGRAM LEADER II  
(AFTER SCHOOL SPORTS YOUTH REFEREE TRAINING PROGRAM:  
FLAG FOOTBALL, VOLLEYBALL, & BASKETBALL)  
#23C-9  
CITY OF REDWOOD CITY**

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*Please provide answers to the following questions. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)*

1. Are you currently enrolled in High School and possess the ability to obtain a work permit?
  - a. Yes
  - b. No
  
2. Are you able to work at least two days a week?
  - a. Yes
  - b. No
  
3. Are you available on game days listed above (Monday through Thursday, from 3:45pm-7pm)?
  - a. Yes
  - b. No