



We invite applications for the position of:  
**Summer Camp Recreation Specialist III**

**\$23.86 – \$28.42 hourly**

**Open Until Filled**

The City of San Mateo Parks & Recreation Department is looking for enthusiastic, team-oriented, creative, and energetic individuals to join our summer camp team!

The Position:

Are you seeking a meaningful opportunity to serve youth in a diverse, multicultural community? Join our team and make a positive difference every day. This position provides leadership in daily program operations and supports high-quality services and a welcoming environment for staff, participants, and their families. This role serves as a lead staff member and mentor to lower-level Recreation staff. Strong attention to leadership skills, sound judgment, and a commitment to developmentally appropriate practices and safety compliance.

Qualifications:

The ideal candidate will possess a valid State of California driver's license, and Early Childhood Education units are preferred. Candidates should have at least one year of paid experience in a classroom, after-school program, or camp environment, along with a minimum of a high school diploma. Applicants must demonstrate leadership experience working with youth and strong verbal and written communication skills. The position requires the ability to work independently while following direction from higher-level Recreation staff, as well as the ability to assist with training and mentoring team members. Attention to detail is essential, including maintaining accurate records and required documentation. Proficiency in basic computer applications such as Microsoft Word and Excel is expected. Successful completion of required background checks is mandatory upon hire. Availability is required Monday through Friday from May through August, between the hours of 7:30 a.m. and 6:00 p.m.

Recreation Specialist III Example Duties:

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

- Lead the implementation of daily camp activities that are developmentally appropriate for children ages 5–12
- Provide professional guidance and mentorship to Recreation Specialists I and II
- Assist with behavior management strategies and best practices for working with youth
- Support daily camp operations, including sign-in/sign-out procedures, field trips, and safety practices
- Assist with incident and accident documentation
- Occasional driving of City vehicles to support programmatic needs, including transporting youth participants on field trips.
- Communicate appropriately with families and participants
- Assist with managing program supplies and equipment
- Participate in weekly staff meetings and trainings as assigned
- Follow established safety procedures and program guidelines

Are You Interested? Apply.

Applications are available online at [www.calopps.org](http://www.calopps.org). For additional information or questions regarding this position, please contact Michele Venneri, Community Services Supervisor, at [mvenneri@cityofsanmateo.org](mailto:mvenneri@cityofsanmateo.org) 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, promotions, 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 [wleopardino@cityofsanmateo.org](mailto:wleopardino@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.