



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

**RECREATION &  
COMMUNITY SERVICES  
PROGRAM COORDINATOR**

#25A-91

**SALARY:**  
**\$7,627.14 - \$9,271.04 Monthly**

**Opens: 12/22/2025**  
**Closes: 01/19/2026 OR upon**  
**receipt of first 75 applications**

*Interested in joining the  
Redwood City team?*

**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**

In-person interviews are  
tentatively scheduled for

**Tuesday, February 10, 2026**

All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



**WHY JOIN THE REDWOOD CITY TEAM?**

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The redwood city team is guided by **core values** of **excellence**, **integrity**, **service**, **collaboration**, **inclusion**, and **innovation**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Recreation & Community Services team that fosters innovation, creativity and collaboration, we hope you'll apply.

**Are you passionate about youth development and community  
engagement?**

**Join us and make a difference!**

**ABOUT THE POSITION**

The Parks, Recreation, and Community Services Department is seeking a creative, motivated self-starter to join our team as a full-time, (40 hours per week) grant-funded Recreation & Community Services Program Coordinator at the **Henry Ford REACH After School Program**.

In this dynamic role, you will:

Lead and implement a comprehensive after-school program for K-5 students.

Coordinate and develop recreation enrichment activities.

Build and foster partnerships with community organizations, including the Redwood City School District.

Supervise and support part-time staff and volunteers.

Inspire young minds through homework support, health and wellness activities, community service projects, and family engagement initiatives.

As the lead agency, the City collaborates with various partners to ensure a high-quality program. This position is funded by the ASES, and ELO-P grants and may also involve assisting with youth-focused community events and other related duties.

In addition, this position may support departmental youth events and perform related duties as required.

The selected candidate will work under the direction of the Parks, Recreation & Community Services Supervisor and play a key role in shaping enriching experiences for elementary-aged children.

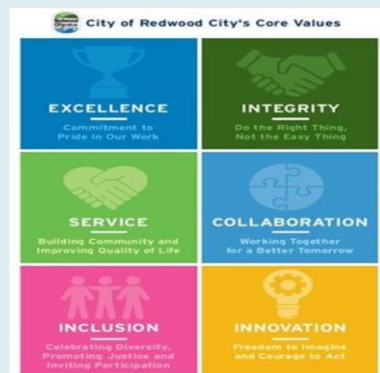
**BUILD A GREAT COMMUNITY TOGETHER**



## BENEFITS

The successful candidate will enjoy the following benefits

- **Public Employees Retirement System (PERS)** 2%@60 for current members, 2%@62 for new members
- Opportunity to select from a variety of **health plans** that are administered by PERS; Maximum City contribution is \$2,733.19 2026
- **Dental & vision** insurance City pay 95% of premium
- **Bilingual Premium:** 2% - 5%
- **Life Insurance**
- **Long Term Disability**
- **Employee Assistance Program** available
- **Vacation** leave: 10-25 days per year
- **Sick leave** of 12 days per year
- **Holidays:** 14/year
- **Flexible Spending Account**
- **Bereavement Leave:** Up to 3 days
- **Education Reimbursement** Program of \$1,500 annually
- **Deferred Compensation Plan (457)**
- **Fitness center** access at City facilities
- **Commuter program** available (6 minute walk from Caltrain)



## THE IDEAL CANDIDATE

The ideal candidate is passionate about working with youth and dedicated to creating positive outcomes. They are team player with excellent leadership and customer service skills, while also possessing the ability to work independently to implement and supervise off-site programs. This role involves coordinating and managing a variety of activities, optimizing service effectiveness, and analyzing data to support program success. Strong graphic design and writing skills are essential for creating marketing materials, advertisements, and a strategic marketing plan. Strong communication, leadership and organizational skills. Is passionate about working with youth and youth development programs.

Key responsibilities include overseeing the registration process, providing program support, and managing part-time employees and volunteers through selection, training, supervision, and evaluation. Additionally, the candidate will serve as a staff liaison between the school site and the community. Bilingual ability (Spanish/English) is highly preferred.

### Typical duties may include, but are not limited to the following:

Plan, coordinate, and oversee youth programs and activities.

Work collaboratively with diverse groups to achieve positive outcomes for youth.

Develop strategies to enhance service efficiency and effectiveness.

Collect and analyze data to track and support program success.

Utilize graphic design and writing skills to create marketing materials and advertisements.

Manage the registration process and provide program-related support.

Recruit, train, supervise, and evaluate part-time employees and volunteers.

Act as a liaison between the school site and the community.

Provide excellent leadership and customer service while balancing teamwork and independent work.

Perform related duties as required

To view the full job description, click [here](#).

## 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, Training & Experience

Education equivalent to two years from an accredited college or university with major course work in recreation, education, public administration or related field; **and** two years of responsible work experience in the delivery of recreation and community service programs. Bi-lingual English/Spanish speaking is preferable. **OR** A bachelor's degree; with some experience in after school programs and/or experience working with large groups of kids, and collaborating with various diverse agencies is desirable.

**BUILD A GREAT COMMUNITY TOGETHER**



Bi-lingual English/Spanish speaking is preferable but not required.

#### **Licenses & Certificates**

- Possession of a valid California Driver's license and satisfactory driving record.

#### **Knowledge of:**

- Principles and practices for implementing a variety of recreation and community services programs.
- Appropriate recreation enrichment activities for youth.
- Methods used to promote and encourage participation in programs for youth.
- Basic principles involved in the selection, training and supervision of casual employees.
- Acceptable safety standards and precautions for department programs
- Customer service principles as applied to recreation and community services programming.

#### **Ability to:**

- Plan, organize, and supervise an after-school program.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive relationships with collaborative partners and parents.
- Recruit and supervise part-time staff and volunteers, including referees, scorekeepers, gym supervisors, and coaches.
- Coordinate activities within the department as well as with other departments and agencies.
- Read and interpret departmental and City policies, procedures, rules and regulations, and league bylaws as they relate to the supervision of sports program and general work procedures.
- Operate computers and utilize software programs for recreation and community services activities. (Microsoft Word, Excel, Teams, and Canva)
- Prepare and maintain a variety of records and reports as assigned.
- Drive to different work locations.

**A City application including supplemental questionnaire is required.** Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History Check
- DMV Check
- Fingerprint Check
- Pre-employment physical/TB Test
- References



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**SUPPLEMENTAL QUESTIONNAIRE  
RECREATION & COMMUNITY SERVICES PROGRAM COORDINATOR #25A-91  
CITY OF REDWOOD CITY**

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The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills. While there is not a strict minimum or maximum word count, we encourage you to take your time to reflect on the prompts and submit thoughtful and complete answers.

***Please answer the following 3 questions.***

1. Please describe your experience working with elementary students' grade K-5<sup>th</sup>.
2. Please provide an example of an experience that demonstrates your ability to coordinate programs and collaborate with multiple agencies.
3. Can you speak fluently in both English and Spanish? Please explain your level of proficiency (speaking and writing) Bi-lingual English/Spanish speaking is preferable but not required.

[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.*