



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

\$18.96 per hour

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 Program!

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 entry-level position supports daily program operations by assisting with activities and creating a safe and welcoming environment for participants. This role works under the direction of higher-level Recreation staff while developing foundational skills in teamwork, customer service, and developmentally appropriate activities.

Qualifications:

Applicants must be at least 16 years of age and eligible for a valid work permit. Candidates should have an interest in working with youth in recreation or camp settings and demonstrate reliability, along with a positive attitude. The ideal candidate has completed the City of San Mateo's Leaders in Training Program or equivalent series, communicates effectively with staff and participants, works cooperatively as part of a team, and follows directions from supervisory staff. Successful candidates must 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 June 8th through August 7th between the hours of 8:00 a.m. and 6:00 p.m.

Recreation Specialist I Example Duties:

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

- Work collaboratively with Recreation Specialists II and III with daily camp activities and routines
- Support implementation of developmentally appropriate activities for children ages 5–12
- Help maintain a safe and organized program environment
- Assist with activity setup, cleanup, and supply organization
- Support staff with group supervision and transitions throughout the day
- Participate in staff training and meetings as assigned
- Provide positive interaction and encouragement to youth participants
- Follow established safety procedures and program guidelines

Are You Interested? Apply!

Applications are available online at www.calopps.org. For additional information or questions regarding this position, please contact Michele Venneri, Community Services Supervisor, at 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 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.