



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

\$20.06-\$20.94 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 supports the daily operations of youth programs by planning and leading activities while helping maintain a safe and welcoming environment for participants. Recreation Specialist II staff take an active role in activity leadership and participant supervision while supporting Recreation Specialists I. Strong attention to developmentally appropriate practices and safety compliance is essential.

Qualifications:

The ideal candidate will be at least 18 years of age or possess a high school diploma or equivalent and preferably have at least one season or comparable experience working in a classroom, after-school program, or camp environment. Candidates should demonstrate strong communication skills when working with youth, families, and staff, and be able to work independently while following direction from higher-level recreation staff. The position requires individuals who show leadership and initiative in the implementation of program activities and who work cooperatively as part of a team. Successful candidates must pass all required background checks 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 II Example Duties:

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

- Collaborate with Recreation staff to Plan and lead developmentally appropriate activities for children ages 5–12
- Provide professional guidance and support to Recreation Specialist I staff
- Assist with behavior management using positive youth development practices
- Support daily program routines, including sign-in/sign-out procedures and transitions
- Supervise participants during activities, swim days, and field trips
- Communicate appropriately with families and participants
- Assist with maintaining program supplies and equipment
- Participate in staff meetings and training 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 [wleopoldino@cityofsanmateo.org](mailto: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.