



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

**PROGRAM
LEADER II**
(After School Program
Staff)
#22C-8

(CASUAL/HOURLY)
20-28 hours per week

SALARY:
\$23.07 - \$26.71 hourly
(Opened 05/02/2022)
Continuous

Application Process

Apply online at
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.

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 85,000 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

*Make an impact on youth in our community by leading youth in various activities
Assist in helping students excel in school by providing them with academic support
Participate and create recreational enrichment activities that help generate a positive
social environment for youth*

*Develop professionally and enhance your leadership skills
Gain experience in youth development and education*

ABOUT THE POSITION

In working with the Youth and Teen Unit individuals will have the opportunity to be a part of a team of dedicated Program leaders who are passionate about the community and inspiring youth to reach their full potential.

The City of Redwood City is providing after school program opportunities for youth in various schools in Redwood City. The City is looking for highly motivated program leaders to assist with academic support, and planning, organizing a variety enrichment activities. This position will report directly to the Recreation and Community Services Program Coordinator and will work approximately 20-28 hours per week, Monday - Friday during the school year (August 2024 to June 2025 depending on site assignment).

Through special funding, hired employees may be eligible to receive up to \$1000 as a signing incentive. Terms and conditions may apply.

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

- Provide academic/homework support to encourage them to do their best.
- Plan, organize and conduct recreation enrichment activities for youth.
- Encourage students to engage in a variety of health and enrichment activities and community services projects.
- Be a positive role model to participants, insuring that participants are physically and emotionally safe.
- Assist in preparing activity calendars, lessons plans that create a vibrant and welcoming atmosphere for participants to excel.



BENEFITS

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

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CITY VALUES

Our Core Purpose:

Build a Great Community Together



- Supervise participants, insuring that proper safety precautions are observed in assigned activities.
- Maintain and care for equipment; prepare activity calendars, bulletin boards, lesson plans and/or coaching strategies as appropriate to help promote and plan activities effectively.
- Assist in organizing, promoting, directing and staffing; report to supervisors orally and in writing.

MINIMUM QUALIFICATIONS

Must be at least a Senior in high school; any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

- Completion of 48 units of college or pass Instructional Aid Test
- A passion to work with youth
- Ability to work effectively and develop a team environment
- Some experience in a recreation setting preferred but not required.

Licenses & Certificates

- The incumbent may be required to travel between various locations during their scheduled work shift.
- Possession of a valid California Driver License with a satisfactory driving record is preferred.

Knowledge of:

- Leadership Techniques.
- Specialized recreation activities.
- Basic Math and English

Ability to:

- Assist students in homework and provide academic support
- Plan, organize and conduct a wide variety of recreation activities for all age groups and genders.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Must be physically capable of performing job functions of this position with or without reasonable accommodation.

A City application is required. Prior to appointment, candidates at least 18 years of age will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check (For candidates who possess a valid California Driver's License)
3. Fingerprinting

Prior to appointment, candidates will also be required to pass a TB Test at no cost to the candidate. Work permit will be required for candidates under 18 years of age.

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.