



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

YOUTH CENTER LEADER (RECREATION LEADER III)

#2583

(CASUAL/HOURLY)
15-20 hours per week

SALARY:
\$15.64 - \$18.11 hourly
Open Until Filled
(Opened 11/1/2018)

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 82,881 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" - *Build a Great Community Together*. This represents 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!

JOIN OUR TEAM

- Serve as a mentor for youth in the local community by leading enrichment activities that positively impact their lives on a daily basis
- Exercise your creative talents by organizing activities for youth to engage in
- Participate in special events that help generate a positive environment for youth to grow, learn, and exceed socially and academically
- Develop professionally and enhance your leadership skills
- Gain experience in youth development and education

ABOUT THE POSITION

In working for The City of Redwood City's Parks, Recreation and Community Services Department as a Youth Center Leader, individuals have the opportunity to be a part of a team of dedicated staff members who are passionate about the community, building positive relationships with youth, and inspiring them to reach their full potential.

The City of Redwood City is looking for reliable, creative, and enthusiastic people to serve as role models and mentors for activities and programs based out of our Youth Center at Red Morton. Under supervision, the Youth Center Leader will plan, organize, and supervise activities for the Youth Center, at special events and on Youth Center trips. This position will include afternoon, evening, and weekend hours. The Youth Center is open Monday, Tuesday, Wednesday, Friday from 3 p.m. - 6 p.m., and Thursday from 2 p.m. - 6 p.m. during the school year and 12 p.m. - 6 p.m. during the summer.

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

- Safely and appropriately supervise youth in an after-school, recreational environment;
- Engage youth in activities such as homework support, in-house tournaments/sports, and creative arts;
- Assist in organizing, promoting, directing and staffing special events;
- Open and/or close Youth Center; follow all Youth Center guidelines and procedures;
- Report to supervisors orally and in writing; complete assigned paperwork, such as timecards, attendance reports and/or incident and accident reports;
- Follow Departmental and Citywide rules and regulations as they relate to the supervision of recreation participants and general work procedures;



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.

CITY VALUES

Our Core Purpose:

Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

- Perform related duties and responsibilities as assigned and assist with other programs within the Health and Wellness unit, including, but not limited to the After School Sports and Mobile Recreation programs.

THE IDEAL CANDIDATE

Will be a team player and at the same time have the ability to work independently to implement and supervise off-site programs; will enjoy the challenge of working together with a variety of groups to create positive outcomes for youth; and will have excellent leadership and customer service methods and practices. The ideal candidate will also have the ability to multi-task.

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 & Experience

Must be at least eighteen (18) years of age. Some experience in a recreation setting preferred, but not required. Must have a high school diploma/GED.

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 required.

Knowledge of:

- Leadership techniques
- Specialized recreation activities

Ability to:

- Plan, organize and conduct a wide variety of recreation activities for youth ages 10-17.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

The incumbent must be able to perform the essential functions of the job with or without reasonable accommodations

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

1. Criminal History Check
2. DMV Check
3. Fingerprinting

Prior to appointment, candidates will also be required to pass a TB Test at no cost to the candidate.



[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.*

BUILD A GREAT COMMUNITY TOGETHER