

EMPLOYMENT



OPPORTUNITY

HOMEWORK CENTER SUPERVISOR #1897

CASUAL POSITION

OPEN UNTIL FILLED (Opened 08-06-08)

\$14.00/hr (approx. 12-13 hrs/wk)

THE POSITION

The Redwood City Public Library is looking for enthusiastic and energetic individuals to work in our Homework Centers at Schaberg Library, Fair Oaks Library and Redwood Shores Library supervising homework center staff, working with K-8th graders, and performing various other duties supporting the homework center. This position will work Monday - Thursday through the school year. The Homework Centers will be closed all school holidays and district-wide teacher training days. The hours and start dates are:

Schaberg Library 2140 Euclid Avenue	Start date August 11, 2008
Mondays	2:00-5:00pm
Tuesdays	2:00-5:00pm
Wednesdays	2:00-5:00pm
Thursdays	1:00-5:00pm
Fair Oaks Library 2510 Middlefield Road	Start date September 2, 2008
Mondays	3:00-6:00pm
Tuesdays	3:00-6:00pm
Wednesdays	3:00-6:00pm
Thursdays	3:00-6:00pm
Redwood Shores Library 399 Marine Parkway	Start date September 8, 2008
Mondays	3:00-6:00pm
Tuesdays	3:00-6:00pm
Wednesdays	1:00-6:00pm
Thursdays	3:00-6:00pm

Typical duties may include, but are not limited to the following: Supervise homework center staff and volunteers; assist students, primarily 3rd through 8th grades, with homework assignments; monitor behavior of students; insure that the homework center environment is conducive to school work; welcome volunteers and help them connect with students; answer homework related questions from parents; handle any complaints received; set up materials and keep Homework Center area neat; track monthly statistics; provide occasional activities for after completion of homework such as crafts or story read-aloud; and perform related duties as assigned.

This is a non-benefited casual position. A casual employee may not work more than 1000 hours per fiscal year.

MINIMUM QUALIFICATIONS

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

No previous experience is required, however prior experience working with children is highly preferred. Knowledge of mathematics through Algebra I and a high level of grammar, spelling and writing skills is required. Bilingual ability (Spanish-English) is a plus for some locations.

Knowledge of:

- Acceptable safety standards and precautions for department programs.
- Mathematics through Algebra I.
- English usage, grammar and spelling.
- Various age appropriate activities and crafts.

Ability to:

- Comfortably lead/train staff and volunteers with positive energy and enthusiasm.
- Carry out thorough problem solving, resolve conflict and maintain safe practices.
- Assist K-8th grade students in an engaging, proactive and positive manner.
- Monitor behavior of students and keep an atmosphere that is conducive to school work.
- Communicate clearly and concisely with students, parents, volunteers, supervisor and library staff.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Work with little direct supervision.
- Work independently and as a team member.
- Organize and facilitate age appropriate activities for K-5th graders.
- Bilingual ability (Spanish/English) is highly desirable in some locations.

Must be physically capable of performing the essential job functions of this classification.

APPLICATION PROCESS

Applications may be obtained in one of the following ways:

1. Apply online at www.calopps.org, Member City: Redwood City
2. Visit our web site @ www.redwoodcity.org to print the application form
3. Call our 24-hour Job Hotline at (650) 780-7292.
4. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am-5pm) at 1017 Middlefield Road, Redwood City, California 94063

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Department of Human Resources 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 appropriately qualified applicants will be asked to participate in the testing process which will consist of an interview with Library Department staff. Prior to appointment, candidates will be required to pass a background check and a fingerprint check at no cost to the candidate. Final appointment will be made by the Library Director. The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.

The City of Redwood City is proud to be an Equal Opportunity Employer!

CITY VALUES

We are an exceptional organization and a leader in the Bay Area. 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.

THE CITY OF REDWOOD CITY IS A GREAT PLACE TO WORK!

Note: The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.