

EMPLOYMENT



OPPORTUNITY

LIBRARY RECREATION LEADER #1931

CASUAL POSITION

OPEN UNTIL FILLED (Opened 07/22/09)

\$8.56 to \$10.36 hourly

THE POSITION

The City of Redwood City is looking for energetic people interested in working approximately 12-20 hours per week, Monday-Sunday, varying hours, planning, organizing and conducting basic recreation activities, assisting with homework, providing educational support, answering questions about library materials, helping with computer problems and questions, and supervising and monitoring youth customers in the main library.

Typical duties may include, but are not limited to the following: Supervise customers on the 2nd floor to maintain a healthy environment; plan, organize and conduct recreation activities for youth; lead a variety of recreation activities which may include, but are not limited to, arts and crafts, organized games, team games, sports, drama, social recreation, and music/singing activities; help students with homework needs; answer questions about locations of materials in library; prepare activity calendars, bulletin boards, lesson plans and/or coaching strategies as appropriate to help promote and plan recreation activities effectively; assist in organizing, promoting, directing and staffing special events; assist with computer problems and questions; 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; perform related duties and responsibilities 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

Education equivalent to the completion of the 12th grade is required. At least 500 hours of experience working in a recreation setting is also required.

Knowledge of:

- Leadership techniques.
- Specialized recreation activities.
- Working with teens.

Ability to:

- Plan, organize and conduct a wide variety of recreation activities for all age groups and genders.
- Help with basic homework needs.
- 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 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 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 including 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.