

# EMPLOYMENT



# OPPORTUNITY

## **RECREATION SPECIALIST - #1924**

### **Pre-School Lead Teacher**

### **Permanent Part-Time (30 hours/week)**

**FINAL FILING DATE: Friday, July 10, 2009\*\* (Opened 06/19/09)**

**\$14.06 - \$17.58/hr (30 hrs/wk)**

*The recruitment for this position may close any time after 14 days from the date it first posted if sufficient applications from qualified applicants are received. Therefore, it is important to submit your application as soon as possible.*

## **THE POSITION**

**T**he City of Redwood City is looking for people interested in developing, conducting and supervising activities and part-time staff working with pre-school children in a fun environment in our Littler Learners Program at the Red Morton Community Center. This position will work with part-time staff to plan, organize and conduct projects and activities that support basic academics, be involved in planning, preparation and participating in arts, crafts, story reading, song time and small motor skill activities for pre-school children ages 3-5 years old. The hours of this position will be Monday through Friday, 8:00 a.m to 2:00 p.m.

**Typical duties may include, but are not limited to the following:** Plan, organize and implement activities that support basic academics; plan, organize and implement small motor skill activities and games; oversee and supervise a variety of recreation activities which may include, but are not limited to, arts and crafts, organized games, story time, social recreation and music/singing activities; insure that proper safety precautions are observed in assigned activities and free play; maintain and care for equipment; preparation of activity calendars, bulletin boards, lesson plans and/or coaching strategies as appropriate to help promote and plan pre-school activities effectively; report to supervisors orally and in writing on activities, groups or individuals, plans and problems; complete assigned paperwork such as timecards, attendance reports and/or incident and accident reports; follow departmental and city-wide rules and regulations as they relate to the supervision of pre-school participants and general work procedures; provide daily on-site supervision of other program staff, as assigned communicate and interact with parents, staff or other persons related to the activities and their participants; promptly consult with supervisor regarding substantial problems; make presentations regarding pre-school programs to individuals or groups; review staff performance and complete staff evaluations in conjunction with direct supervision; work with staff to correct deficiencies; monitor program budget and purchase appropriate supplies for program; perform related duties and responsibilities as assigned.

## **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 high school graduation required. Must be at least eighteen (18) years of age. Completion of at least twelve (12) Early Child Education (ECE) units highly preferred. At least one (1) year experience in a pre-school setting and in a recreation setting is a big plus.

### **Knowledge of:**

- Leadership techniques.
- Pre-school recreation activities.
- Departmental philosophy and program expectations.
- Kindergarten content standards.

**Ability to:**

- Plan, organize and conduct a wide variety of recreation activities for pre-school age groups..
- 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.
- Supervisor part-time staff.
- Lead the work of staff responsible for planning and preparing curriculum for preschool age children.
- Plan and prepare lessons, activities and art projects.
- Implement lessons and activities.
- Instruct children in various basic skills including, but not limited to, colors, shapes, and slphabet familiarization.
- Assist children in developing social skills.
- Ensure a safe learning environment.

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. Visit our web site @ [www.redwoodcity.org](http://www.redwoodcity.org)
2. Call our 24-hour Job Hotline at (650) 780-7292.
3. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am-5pm) at 1017 Middlefield Road, Redwood City, California 94063
4. Visit the City of Redwood City Red Morton Community Center (Monday-Friday, 7am-10pm, Saturday, 9am-9pm), at 1120 Roosevelt Avenue, Redwood City, California 94061

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 oral board interview. Prior to appointment candidates may be required to pass a physical examination, at no cost to the candidate. Also prior to appointment, candidates will be required to pass a background/fingerprint check at no cost to the candidate. Final appointment will be made by the Parks, Recreation and Community Services 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!**

**BENEFITS**

**The successful candidate will enjoy the following benefits:**

- Public Employees Retirement System (PERS) 2.7% at 55.
- Opportunity to select from a variety of health plans that are administered by PERS under a cafeteria plan including health insurance, health care and dependent care reimbursement
- Dental & Vision insurance
- Employee Assistance Program
- Vacation at 10 days per year to 25 days after 20 years
- Sick leave of 12 days per year
- Fourteen paid holidays per year
- Three days bereavement leave

**NOTE:** Earnings from this job are not covered under Social Security. When you retire you may receive a pension based on earnings from this job. If you do, your pension may affect the amount of Social Security benefits you may receive. For more information go to [www.socialsecurity.gov/form1945](http://www.socialsecurity.gov/form1945)

## **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.*