The San Mateo Police Activities League is recruiting for a reliable, enthusiastic individual to lead programs, classes and trips for youth ages 5-18 years!

Position Title: Recreation Specialist II – PAL
Salary Range: $15.18 - $16.53
Job Type: Part time – no benefits
Location: San Mateo Police Department
200 Franklin Parkway, San Mateo, CA 94403
Hours: 10-20 hours per week depending on programs (This position may include Saturdays or Sundays); hours are not guaranteed
Application: Application process is open until filled

THE POSITION: Our ideal candidate will be an energetic, creative, unique and enthusiastic individual who has a desire to work with kids in the community. We provide classes, programs and trips for youth between the ages of 5-18 years. We incorporate the mission of PAL in all our programming and work with volunteer officers to provide opportunities to our youth that promote their physical, social and mental development.

RESPONSIBILITIES:

- Plan for and lead programs, classes and trips for PAL members
- Prepare membership informational packages for various PAL programs
- Actively participate in programs as needed
- Provide a high level of customer service
- Serve as a representative of PAL at events, meetings, programs, and assist in outreach efforts
- Creation and copying of materials for classes and pick up and drop off of items for events and activities

MINIMUM QUALIFICATIONS: Applicants must be 18 years old, with a strong background in working in school-age youth, programs such as, sports, games, craft activities, and field trips. This person should also be a motivated, customer service oriented individual and a team player. The ability to communicate in Spanish is highly desired.

- Must be able to pass a background check and fingerprinting, be a minimum of 18 years old with the equivalent to completion of the twelfth grade and possession of a valid California driver’s license
- Must be CPR and First Aid certified (Certification and re-certification courses will be offered to new employees)

HOW TO APPLY: Submit an online application at www.calopps.org

This is a part-time position that reports to the Program Director, and offers no benefits. Questions regarding this position, please contact Officer Tracey Unga at tunga@cityofsanmateo.org

The City of San Mateo is an Equal Opportunity Employer.