



We invite applications for the position of:  
**RECREATION LEADER AIDE (HOURLY)**  
**RECREATION LEADER I/II (HOURLY)**

Recreation Leader Aide: \$15.00 to \$17.25 Hourly

Recreation Leader I: \$16.46 to \$19.85 Hourly

Recreation Leader II: \$17.31 to \$21.03 Hourly

### Why Consider The City of Mountain View?

It's simple. We are a **passionate team of professionals committed** to providing **excellent service** to the **community** we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture.

### About This Role

We want a highly **motivated, reliable, and skilled** individual to join the Recreation Division for the positions of Recreation Leader Aide and Recreation Leader I/II with the City of Mountain View. You will join a **service oriented, team environment** in providing youth engagement to City of Mountain View Recreation programs. We want an individual with the ability to work a **flexible** schedule in various youth and teen programs within the Division. This is a part-time, non-benefited position, maximum 1,000 hours in a fiscal year.

### What You Bring

#### Recreation Leader Aide

- Must be 16 years or older.
- Ability to obtain a work permit.

#### Recreation Leader I

- Must be 18 years or older.
- Completion of 12<sup>th</sup> grade.
- Volunteer experience working with youth.

#### Recreation Leader II

- In addition to the requirements of a Recreation Leader I, experience working with youth in a recreational or education setting is highly desired.

#### Bonus Points

- Certified in First Aid and CPR with AED training.

### Who You Are

- You have **confidence** and **patience** when working with youth and teens.
- You have the **energy, enthusiasm** and **commitment** to being a role model.
- You have **excellent customer service skills** - you know how to talk to people and work in a team setting.
- You are **enthusiastic** about working with youth and teens.
- You have a **willingness** and ability to **learn** new things.
- You welcome **responsibility** and aren't afraid to ask for clarification when unsure about what's expected.

- You are **detail oriented** and **observant**. You are on the lookout for what needs to be done and the best way to do it.
- You are **respectful, mature, and energetic** during program time.
- You are a **responsible** worker who understands the importance of confidentiality.

### **What You'll Do**

- Supervise youth and teens in city programming, which may include after school programs, teen center, vacation and summer camps, preschool, and special events.
- Take initiative to plan, organize, and implement high activity games, health and nutrition lessons, and community events.
- Stay active and engaged with youth at all times.
- Act as a professional role model, mentor, and leader.
- Enforce guidelines and maintain a safe, clean, well-organized environment.
- Communicate effectively and respectfully with youth, parent/guardians, staff, and community members.
- Provide exemplary customer service.
- Attend monthly staff meetings and trainings.
- Work closely with external organizations and staff.

### **Example of Typical Recreation Leader Shifts**

- Summer Camps - June - August 2018, Monday - Friday 7:15 a.m. - 6:15 p.m. (Varied Shifts)

### **Are You Ready? Apply**

Submit your application online at [www.calopps.org](http://www.calopps.org), or in-person to the Recreation Division, City of Mountain View, 266 Escuela Ave., Mountain View, CA 94039. Contact the Recreation Division at (650) 903-6331 with any questions. The most appropriately qualified candidates will be invited to a department interview. This recruitment will close on **Friday, May 4, 2018 at 5:00pm**. Qualified candidates are encouraged to apply early!

### **Fine Print.**

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete an extensive pre-employment process, including proof of a negative TB test within the last two years, reference checks, and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

**CITY OF MOUNTAIN VIEW**  
**Recreation Leader Aide**  
**Recreation Leader I/II**  
**Supplemental Questionnaire**

**Please answer the following questions and submit with your application. Please limit your responses to one page per each question or less.**

1. Do you have a current First Aid/CPR certification?
  - a. Yes
  - b. No
  
2. Please describe your experience volunteering or working with the youth. If you do not have experience, please indicate, N/A.
  
3. Are you available to attend the mandatory in-service training from June 4, 2018 -June 8, 2018?
  - c. Yes
  - d. No
  
4. Are you able to work Monday-Friday between the hours of 7:15 am – 6:15 pm plus occasional Friday evenings and Saturdays for special events? Please list your availability and be as specific as possible.
  - a. Yes
  - b. No