



We invite applications for the position of:
YOUTH CORP COORDINATOR
ENVIRONMENTAL YOUTH CORPS
(SEASONAL HOURLY)
(SHORELINE AT MOUNTAIN VIEW)
\$19.50 to \$22.50 Hourly

Why Consider The City of Mountain View?

At the City of Mountain View, you will work alongside a team of **dedicated** and **highly motivated** professionals who contribute their **talents** and **commitment** to provide essential **public services** to our residents and businesses. The Community Services Department, Recreation Division provides activities to facilitate social/community connections, advance lifelong learning, and promote healthy lifestyles.

About The Program:

The Environmental Youth Corps is a work program for young adults to learn valuable job skills in environmental restoration, light construction, painting, landscape and maintenance. This unique summer job program occurs over a multi-week timeframe and includes training, education and supervision in the beautification and maintenance of Shoreline at Mountain View and other City facilities including Stevens Creek Trail, Permanente Creek Trail, and several City parks. Shoreline at Mountain View is a 750-acre regional recreation and environmental area comprised of: an 18-hole golf course; a 50-acre saltwater sailing lake; two tidal marshes, and miles of paths for jogging, bicycling, or strolling. Environmental Youth Corps members work outdoors while helping to maintain this environmentally sensitive area.

What You Bring:

- Technical skills in landscape construction, carpentry or maintenance
- Ability to coordinate work schedules
- Flexibility to juggle a variety of tasks and an enthusiasm for working with youth in an outdoor setting
- Ability to teach Corps members the use of basic hand tools and safe working habits
- Ability to direct Corps members to complete tasks and projects
- Ability to complete necessary City forms related to schedules, work performance, etc.
- Ability to follow simple plans and instructions relating to summer projects
- Ability to assist with in-service training sessions and daily crew meetings

Bonus Points:

- Work experience with youth or young adults is highly desirable.

Who You Are:

- 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 is 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:

- Report to the Shoreline Supervisor regarding program
- Supervise and evaluate Youth Corps Crew Members
- Supervise and evaluate two Youth Corps Crew Leaders
- Assist with training of Crew Members and Crew Leaders
- Review project plans and specifications with the Youth Corps members
- Coordinate and develop work plans, schedules and task lists to successfully complete projects
- Insure projects are completed safely and efficiently
- Track program expenses
- Create and track employee schedules

Schedule:

Monday through Friday and July 4th holiday

Schedule between 7:00 a.m. to 4:00 p.m. as needed

Availability to work from June 11th through August 13th is required

35 to 40 Hours Per Week

Are You Ready? Apply

Submit your application and resume online at www.calopps.org or the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. This recruitment will close on **Monday, March 26, 2018**. The most appropriately qualified candidates will be invited to a department interview. Apply early! For further information, please contact Steve Achabal, Recreation Supervisor, at (650) 903-6076.

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, background evaluation, 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
YOUTH CORP COORDINATOR
(SEASONAL HOURLY)
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. This position requires the availability to work on June 11th through August 13th. Will you be available on the required dates?
 - a. Yes
 - b. No

2. This position requires the availability to work Monday through Friday and the July 4th holiday and to work between the hours of 7:00 a.m. and 4p.m. as needed. Please provide your availability to work based on this schedule. Be specific.

3. Please describe your technical skills in the areas of landscape construction, carpentry or maintenance.

4. Please describe your work experience working with youth or young adults? If you have no experience, please write N/A.