



We invite applications for the position of:  
**RECREATION LEADER II**  
**SENIOR PROGRAMMING (HOURLY)**  
**PART-TIME (10-20 HOURS WEEKLY)**  
\$17.31- \$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 are seeking a **self-motivated, reliable, and customer services-oriented** individual to join the Recreation Division for the position of Recreation Leader II with the City of Mountain View. You will join a **service-oriented, team environment** and work at the Senior Center. Job responsibilities include but are not limited to; liaison to the Travel Program, lead organizer of the Senior Resource Fair, oversees the front reception desk, weekly movie program and monthly Bingo Coordinator.

### What You Bring

- Positive attitude and enjoy meeting new people.
- Open availability to work, Monday through Friday from the hours of 12:00 p.m. – 5:00 p.m.
- Flexible hours for Special Event assignments are a plus.
- Excellent communication skills and ability to deal effectively and courteously with the public.
- Ability to lift and move over 25 pounds.
- 18 years of age and equivalent to completion of the 12<sup>th</sup> grade.
- Possession of a valid Class C drivers' license and reliable transportation.

### Who You Are

- You know how to talk to people and work in a team setting.
- Senior programming and extensive public interaction appeals to you.
- You welcome responsibility and aren't afraid to ask for clarification when unsure about what's expected.
- Can use sound judgment while addressing the needs of residents and guests of Mountain View.
- You are respectful and mature. Paying attention to detail and being observant is what you are good at.

### What You'll Do

- Serve as liaison to the Travel Program.
- Plan, organize, and implement the Senior Resource Fair.
- Oversee the Senior Center front reception desk.
- Organize and schedule the weekly movie program.
- Coordinate the monthly bingo program.
- Maintain the front lobby and information center.
- Provide a pleasant environment for guests of the Mountain View Senior Center.
- Serve the residents of Mountain View and represent the City of Mountain View in a professional manner.
- Open and close facility as needed, monitor facility users, assist with setups for events; enforce on-site rules and regulations, and other duties as assigned.
- Assist with a variety of other programs including youth, adults, seniors, and special events.

### What We Offer

- Fun and dynamic work environment that constantly changes. No two shifts will be the same.

**Are You Ready? Apply.**

Submit your application and resume online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Application materials will be screened on a continuous basis. The most appropriately qualified candidates will be invited to a department interview. Contact Human Resources at (650) 903-6309 , or Ashleigh Bittle (650)903-6448 with any questions.

**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 II**  
**Senior Programming (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 alternate days Monday through Friday between the hours of 12:00 p.m. to 5:00 p.m. Please provide your availability to work based on this schedule. Be specific.