



## CITY OF MOUNTAIN VIEW

Valued Employees Enhancing Our Community

We invite applications for the position of:  
**HOURLY RECREATION LEADER I**  
**(AFTER SCHOOL PROGRAMS)**  
\$17.12-\$20.64 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 position of Hourly Recreation Leader I (After School Programs) 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. This is a part-time, non-benefited position limited to 29 hours per week and 1,000 hours in a fiscal year. **Must be 18 years or older to apply.**

### What You Bring

- Equivalent to the completion of the 12<sup>th</sup> grade
- Experience working with elementary and middle school aged children.
- Experience working in an environment where safety is a top priority.
- A flexible schedule to work in various elementary and middle school aged programs within the Recreation Division.
- Confidence and patience when working with elementary and middle school aged.
- Energy, enthusiasm, and a commitment to being a role model.

### Bonus Points

- Has obtained 32 semester or 48 quarter college units (please attach transcripts).
- Certified in CPR/AED/First Aid (please attach certifications).
- A valid California Driver License.

### 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 elementary and middle school aged children.
- 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 elementary and middle school aged children in an after school setting.
- Take initiative to plan, organize, and implement high activity games, evidence-based 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 students, parent/guardians, staff, and community members.
- Provide exemplary customer service.
- Attend monthly staff meetings and trainings.
- Work closely with external organizations and staff.
- Participate in city wide special events.

- Perform other duties as assigned.

**Examples of Typical Recreation Leader Shifts**

- Beyond the Bell After School - Elementary- Monday, Tuesday, Wednesday, Friday 2:00 p.m. - 6:15 p.m. & Thursday 12:00 p.m. – 6:15 p.m.
- The Beat and Beyond the Bell - Middle School- Monday – Friday 2:30 p.m. - 6:15 p.m.

**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. This recruitment may close at any time. The most appropriately qualified candidates will be invited to a department interview. 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**  
**Hourly Recreation Leader I**  
**(After School Programs)**  
**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. Are you currently certified in CPR, AED and First Aid?
  - a. Yes
  - b. No
2. Please describe your experience volunteering or working with elementary and middle school aged children. If no experience, indicate N/A.
3. Are you available to work Monday, Tuesday, Wednesday, Friday from 2:00 p.m. - 6:15 p.m. & Thursday from 12:00 p.m. - 6:15 p.m? If not, please list your availability. Be specific.