



CITY OF MOUNTAIN VIEW

Valued Employees Enhancing Our Community

We invite applications for the position of:
**PROGRAM COORDINATOR
ENVIRONMENTAL YOUTH CORPS
(SHORELINE AT MOUNTAIN VIEW)**
\$20.28 to \$23.40 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. This is great opportunity for someone looking to gain valuable experience and help the community.

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 projects
- Ability to assist with in-service training sessions and daily crew meetings

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 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:

- Report to the Shoreline Supervisor regarding program
- Supervise and evaluate 6-10 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:

The Youth Corps program requires the below availability to be considered for the position:

June 3rd through August 9th

35 to 40 Hours Per Week

Monday through Friday, including the July 4th Holiday

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

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 end either on **Monday, February 25, 2019, at 5:00 p.m.** Qualified candidates are encouraged to 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, including proof a negative TB test within the last two years, back 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
PROGRAM COORDINATOR
ENVIRONMENTAL YOUTH CORPS
Supplemental Questionnaire

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

1. The Youth Corps program requires the following specific availability to be considered for the position:
June 3rd through August 9th between 35 to 40 hours per week and Monday through Friday, including the July 4th Holiday between 7:00 a.m. to 4:00 p.m., as needed .Please provide your availability to work based on these schedules. Be specific.