



## CITY OF MOUNTAIN VIEW

Valued Employees Enhancing Our Community

We invite applications for the position of:  
**HOURLY RECREATION LEADER II**  
**(THE VIEW TEEN CENTER)**  
\$18.54 to \$22.53 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 This Role

This position is part of the Youth Development section and provides support to The View Teen Center, which may include working consistently at The View or as a substitute. A Recreation Leader II may also be invited to work in other program areas, which may include special events, after school programs, and other program areas within the Recreation Division. Recreation Leader II's are typically college graduates who are able to independently lead games, crafts and similar activities while keeping participants safe and displaying advanced leadership abilities.

### What You Bring

- Training equivalent to completion of the 12th grade

### Bonus Points (Highly Desirable)

- Equivalent to two full-time years in college and a minimum of one season (i.e.: summer employment) of experience in facilitating recreation programs for youth and teens or two years of experience in a leadership position or highly specialized skills in a specific activity/program is preferred.
- Completion of college-level courses in recreation, child development, or a related field is highly desirable.

### Who You Are

- You have excellent **customer service** skills and know how to talk to people and work in a team setting
- You are **enthusiastic** about working with youth and teens
- You are a **problem-solver** with excellent written and verbal **communication** skills
- You have a willingness and **ability to learn** new things
- You welcome **responsibility** and aren't afraid to ask for clarification
- You are **detail oriented** and **observant**
- You are **respectful**, mature, and **energetic** during program time
- You are a responsible worker who understands the importance of **confidentiality**

### Schedule

This is an hourly position limited to 29 hours per week and 1,000 hours per fiscal year with a variable schedule:

- While school is in session: availability is required Monday - Friday 2:45pm to 7:45pm, Saturday 12:45pm to 6:15pm
- During the summer months: availability is required Monday - Saturday 11:45am to 6:15pm.

### What You'll Do

- Supervise youth and teen participants at The View
- Follow open and closing procedures of the teen center facility
- Take initiative to plan, organize, and implement high-energy and low-energy games, sports, arts and crafts, enrichment activities, and special events for youth and teens
- Stay active and engage with youth at all times by participating in all activities being offered
- Use Microsoft Office software to illustrate programming as well as data tracking daily statistics
- Act as a professional role model, mentor, and leader to youth, co-workers, and other adults while maintaining and displaying a positive attitude
- Enforce guidelines and maintain a safe, clean, and well-organized environment at all times
- Thoroughly complete and update any necessary forms and records, including facility reports, attendance records, and incident reports
- Communicate effectively with youth, parents/guardians, supervisors, and other Recreation staff
- Ability to work closely with external organizations and internal city departments
- Attend monthly staff meetings

### Are You Ready? Apply

Submit your application and resume online at [www.calopps.org](http://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 be open until filled and is subject to close at any time. Apply early! For additional information, please contact Michael Schwarz, Recreation Coordinator, at (650) 903-6404.

### 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, 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.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

**CITY OF MOUNTAIN VIEW**  
**Hourly Recreation Leader II**  
**Supplemental Questionnaire**

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

1. This position requires specific availability Monday through Saturday as listed on the schedules. Please provide your availability to work based on these schedules. Be specific.
2. A participant is disrespecting The View policies and staff. To ensure the safety of others, what steps would you take to diminish the situation?
3. Please describe a youth workshop or class that you developed or assisted with developing. How was it promoted, set-up, and led? If you have not done this, please write N/A