



We invite applications for the position of:
After School Education Specialist III
\$25.56 to \$30.69 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 After School Education Specialist III 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. The Education Specialist III is distinguished from the Education Specialist II by the lead responsibilities assumed. This is a part-time, hourly, 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

- Two years of relevant part-time recreation program experience, or related work experience.
- Education equivalent to the completion of the 12th grade or higher.
- Possession of a valid California Driver License.
- A flexible schedule to work in various youth and teen programs within the Recreation Division.

Bonus Points

- Experience working in an environment where safety is a top priority.
- Certified in CPR/AED/First Aid (please attach certifications).
- 32 semester or 48 quarter college units completed.

Who You Are

- You have **confidence** and **patience** when working with youth and teens.
- 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'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 youth and teens in city after school programs, which may include the Beyond the Bell program and/or The Beat after school program.
- Plan, organize, and implement high activity games, evidence-based health and nutrition lessons, and community events.
- Assist in the training, supervision, and evaluation of assigned hourly staff.
- Prepare reports; maintain files, and records related to the program.
- Shop for program supplies and materials.
- Track and monitor an allotted monthly budget.
- 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 youth, parent/guardians, staff, and community members.

- Provide exemplary customer service.
- Attend monthly staff meetings and trainings.
- Work closely with external organizations and staff.
- Perform related task/duties as required.

Examples of Typical After School Education Specialist Shifts

- Beyond the Bell After School - Elementary- Monday, Tuesday, Wednesday, Friday 2:15 p.m. - 6:15 p.m. & Thursday 12:15 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 online at www.calopps.org, or in-person to the Recreation Division, City of Mountain View, 201 S. Rengstorff Ave. Mountain View, CA 94039. Contact the Recreation Division at (650) 903-6331 with any questions. Application materials will be screened on a continuous basis. The most appropriately qualified candidates will be invited to a department interview. Qualified candidates are encouraged to apply early. This recruitment may close at any time.

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
After School Education Specialist III
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. Do you have any experience working with youth and/or teens? If so, please describe your experience.
2. Do you have at least 32 semester or 48 quarter college units completed?
 - a. Yes
 - b. No
3. Do you have a current CPR/First Aid/AED certification?
 - a. Yes
 - b. No
4. Do you currently have possession of or the ability to obtain a valid California Class C Driver License and maintain a good driving record?
 - a. Yes
 - b. No
5. Are you able to work the following shifts: Monday, Tuesday, Wednesday, and Friday – 2:15 p.m.-6:15 p.m. and Thursday- 12:15p.m. -6:15 p.m.? If not, please list availability.