



Now accepting applications
for:

AFTER SCHOOL EDUCATION SPECIALIST II

\$21.07 to \$25.30 Hourly

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

Apply Now!

Submit your application and resume online at calopps.org or to the Human Resources Division; City of Mountain View, 201 S. Rengstorff Ave, Mountain View, CA 94039, (650) 903-6331. Please provide a valid email address on your application. Application materials will be screened on a continuous basis. The most appropriately qualified candidates will be invited to a department interview. This recruitment may close at any time.

COVID-19 disclosure: City operational needs may be impacted by the ongoing and changing county and/or state mandated orders related to COVID-19. The City reserves the right to reassess the need for all prospective hires at any point in the recruitment and selection process, including fingerprinting, in direct relation to COVID-19 guidelines.

CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

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<https://www.linkedin.com/company/city-of-mountain-view/>

What's the role?

We're looking for a motivated, reliable, and skilled individual to take on the role of After School Education Specialist II. You will join a service-oriented dynamic team environment, environment in providing youth engagement services within the Recreation Division. If you are looking to make a positive difference in the community, this position is for you! This is a part-time non-befitted position limited to 29 hours per week or less and 1,000 hours per fiscal year. **Must be 18 years or older to apply.**

Schedule:

- Beyond the Bell Afterschool - Elementary- Monday- Friday 2:00 p.m. - 6:15 p.m.
 - Minimum Day- 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.

The Essentials

- One year of relevant part-time recreation program experience, or related work experience.
- Education equivalent to the completion of the 12th grade or higher.
- 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.

What You'll Do

- Supervise youth and teens in city after school programs.
- Plan, organize, and implement recreational games and enrichment activities.
- 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.
- Attend monthly staff meetings and trainings.

Are we a Match?

- 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.

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department 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 a 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.