



Now accepting applications for:

HOURLY RECREATION SPECIALIST (The View Teen Center) \$25.10 to \$30.51 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, innovation, and empathy 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, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. For additional information, please contact Lauren Eck, Recreation Coordinator, at (650) 903-6404. Application materials will be accepted until the position is filled. Qualified candidates are encouraged to apply early. 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 Recreation Specialist. You will join a service-oriented dynamic team environment, environment in providing youth engagement services within the Recreation Division. In this role you will coordinate programs and activities for teens, including: recreational programs, workshops, drop-in activities, and resources. This is a part-time non-befitted position limited to 29 hours per week or less and 1,000 hours per fiscal year. If you are looking to make a positive difference in the community, this position is for you! Flexible shifts are available Monday through Friday between the hours of 8:00 a.m. to 7:00 p.m. **Must be 18 years or older to apply.**

The Essentials

- Equivalent to the completion of the 12th grade
- Experience working with youth and/or teens
- A flexible schedule to work in various youth and teen programs within the Recreation Division

Bonus Points

- Two years of relevant part-time recreation program experience, or related work experience.
- Completed 32 semester or 48 quarter college units (please attach transcripts).
- Certified in CPR/AED/First Aid (please attach certifications).

What You'll Do

- Plan, organize, and implement teen recreation programs held at The View Teen Center.
- Work independently with initiative and prioritize job tasks and complete them within specified deadlines.
- Prepare written documents, press releases, brochures, calendars, program rosters, etc.
- Collect activity and registration forms, prepare program plans and prepare reports describing and evaluating programs at completion of activity.
- Maintain equipment and materials at The View Teen Center and purchase supplies as necessary.
- Actively seek feedback from teens and families regarding The View Teen Center and programming.
- Develop promotional materials for The View Teen Center and actively promote programs to the community, schools, and teens.
- Act as a professional role model, mentor, and leader.
- Communicate effectively and respectfully with youth, parent/guardians, staff, and community members.
- Provide exemplary customer service.

Are we a Match?

- You have **confidence** and **patience** when working with youth and teens.
- You have **excellent customer service skills**
- 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 **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, 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.