



Now accepting applications

for:

RECREATION LEADER II (PRESCHOOL PROGRAMS)

\$19.67 to \$23.91 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** and **innovative** 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. For additional information, please contact Greg Milano, Recreation Supervisor, at (650) 903-6402. Please provide a valid email address on your application. This recruitment be open until filled. The most appropriately qualified candidates will be invited to a department interview. Qualified candidates are encouraged to apply early! This recruitment is subject to 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

What's the role?

We want a highly **motivated**, **reliable**, and **skilled** individual to join the Recreation Division for the positions of Recreation Leader II (Preschool Programs) with the City of Mountain View. Under the direction of the lead preschool teacher and/or assistant teacher, the Recreation Leader II – Preschool Programs will support the preschool teachers in the Playschool program (4-5 year olds) and the Tot Time program (3-4 year olds). The individual selected for this position will work during the remainder of 2021-2022 school year (last day of school is June 3, 2022). The Recreation Leader II will be required to train with staff prior to first day in the classroom. A Recreation Leader II may also be invited to work in other program areas, which may include summer camps, special events, after school programs, and other program areas within the Recreation Division. This position is scheduled to start immediately. **Schedule:** This is an hourly position limited to 20 hours per week and 1,000 hours per fiscal year with a variable schedule:

- Mondays, Wednesdays, and Fridays from 8:45 a.m. – 11:45 a.m.
- Tuesdays and Thursdays from 9:00 a.m. – 11:30 a.m.

The Essentials

- Equivalent to the completion of the 12th grade.
- Valid California Driver License
- Must be at least 18 years old
- Have some work and/or volunteer experience in Recreation

Bonus Points

- 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 preschool and youth or two years of experience in a leadership position or highly specialized skills in a specific activity/program.
- Completion of college-level courses in recreation, child development, or a related field is highly desirable.
- Experience working with heavy public contact is highly desirable.

What You'll Do

- Assist in set-up and clean-up of activities, and take initiative to clean-up the classroom throughout the program day.
- Supervise children in the play yard.
- Assist with the preparation and clean-up of snack.
- Maintain positive child and parent communication.
- Maintain a safe and orderly classroom environment.
- Follow disciplinary procedures.
- Assist children in play and activities.
- Follow direction given by the preschool teachers, and take a proactive approach to completing tasks.

Are we a Match?

- You have **strong problem solving skills**
- You have the ability to understand and follow oral and written directions
- You have a **willingness to learn**
- You possess excellent communication skills
- 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 **detailed oriented** and **observant**
- You are **respectful**, mature, and **energetic** during program time
- You are a responsible worker who understands the importance of **confidentiality**

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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. **City of Mountain View requires all employees to be fully vaccinated against COVID-19. This mandate allows for limited exceptions.** 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.