



# 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 Leader II. You will join a service-oriented dynamic team environment, environment in providing youth development services within the Recreation Division. This position provides support to The View Teen Center, a drop-in facility, and other Teen Recreation programs. 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 high school or college graduates who can independently lead games, crafts, and similar activities while keeping participants safe and displaying advanced leadership abilities. This is part-time non-befitted position limited to 29 hours per week or less and 1,000 hours per fiscal year.

### Schedule:

**The View Teen Center** School-Year: Monday-Friday, 3-7:15 p.m. & Saturday 12:45-6:15 p.m.

**The View Teen Center** Summer and School Breaks: Monday- Saturday 12:45-6:15 p.m.

**Teen Open Gym** Year-round: Saturday 6:15-9:45 p.m.

## The Essentials

- Education equivalent to the completion of the 12th grade
- A flexible schedule to work in various Recreation programs.
- Must be 18 years or older to apply.

### Bonus Points:

- 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.
- Completions of college-level courses in recreation, child development, or a related field.
- Certified in CPR/AED/First Aid.

## What You'll Do

- Supervise youth and teen participants at The View Teen Center and Teen programs.
- 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 always engaged with youth by participating in all activities being offered.
- Use ActiveNet, Microsoft Office, and Canva 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
- Attend bi-monthly staff meetings.

## 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.

Now accepting applications for:

## HOURLY RECREATION LEADER II (THE VIEW TEEN CENTER)

*\$20.65 TO \$25.11 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](http://calopps.org) or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309 or to the Recreation Division City of Mountain View, 201 S. Rengstorff Ave, Mountain View, CA 94040, (650) 903-6430. Please provide a valid email address on your application. Application materials will be screened on a continuous basis. This recruitment may close at any time. Depending on the number of applicants this process may be altered.

### CULTURAL IDEALS:

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

Follow us on LinkedIn:



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

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 are required to successfully complete a pre-employment process, including employment verification and 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.