



City of Mountain View

Now accepting applications for:

AFTER SCHOOL EDUCATION SPECIALIST II (2023-2024 SCHOOL YEAR) \$23.69 TO \$28.45 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, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. For additional information, please contact the Recreation Division at (650) 903-6331. Please provide a valid email address on your application. This recruitment will be open continuous 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.

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 highly **motivated, reliable, and skilled** individuals to join the Recreation Division for the position of After School Education Specialist II with the City of Mountain View. You will join a **service-oriented, team environment** in providing youth and teen engagement to City of Mountain View Recreation programs. 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.**

Schedule:

- Operation of programs: August 9, 2023 – May 31, 2024
- Beyond the Bell After School - Elementary- Monday, Tuesday, Wednesday, Friday 2:30 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 2:45 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 with youth and/or teens.
- 32 semester or 48 quarter college units completed.
- Certified in CPR/AED/First Aid (please attach certifications).

What You'll Do

- Supervise youth and teens in after-school programs, which may include the Beyond the Bell program and/or The Beat after-school program.
- Plan and collaborate with Mountain View Whisman School District personnel.
- Plan, organize, and implement both recreational and enrichment activities.
- Prepare reports; maintain files, and records related to the program.
- 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.
- Perform related task/duties as required.

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



City of Mountain View

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 elementary and middle school-aged children.
- 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.

Training Dates

- Tuesday – Friday, August 1-4, 2023, 9:00 a.m. – 5:00 p.m.
- Monday & Tuesday, August 7 & 8, 2023– 9:00 a.m. – 5:00 p.m.