



City of Mountain View

Now accepting applications for:

RECREATION LEADER II (0.75 FTE)

The annual salary range for (1.0 FTE) is:
\$46,476.82 - \$56,464.20.

The annual salary range for (0.75 FTE) is:
\$34,857.61 - \$42,348.15.

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.

“Teaching the youth in Mountain View is a very rewarding experience. I am grateful to have the opportunity to inspire a love of learning and to help our youth reach their potential in our preschool programs.”
-Fabiana Carvalho, Recreation Specialist

What's the Role?

We're looking for a dynamic, innovative, and organized professional to take the role of Recreation Leader II. You will join a fast-paced, dynamic team environment, lead recreation programs, and provide exceptional customer service within the Community Services Department. This is for a part time (30 hours/week) position in the Recreation Division of the Community Services Department. This position assists the Recreation Specialist in teaching year-around preschool programs, including summer camps. Our creative play-based preschool programs have been designed to meet the developmental needs of the “whole child.” We are looking for an **energetic, highly motivated** individual with exceptional **customer service skills** and **interpersonal skills** who loves working with children. This position will also assist with the Recreation Division at Citywide programs and events as needed. Review our detailed job description [here](#).

The Essentials

Recreation Leader II

- Equivalent to completion of the 12th grade.
- Possession of or ability to obtain a valid California class C driver license.

Bonus Points:

- Experience working with heavy public contact.
- One year of recreation or preschool experience.
- Coursework in early childhood education.

What You'll Do

- Assist the Recreation Specialist in the planning, organizing, implementing, and evaluating of the preschool programs, including the creating of daily lesson plans for classes and camps.
- Interact with participants, parents, and community members while supervising preschool facilities.
- Assist the lead teacher with the use of the facility including room set-up and take-down.
- Enforce established policies and procedures related to the preschool program and summer camps.
- Prepare reports as required.
- Fill in for the lead teacher as needed.
- Assist with citywide special events as needed.

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City of Mountain View

CULTURAL IDEALS:

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

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis with a first application review date of **Tuesday, March 12, 2024**. This recruitment may close at any time.

Are We a Match?

- You are **knowledgeable** on the methods, techniques and procedures in the planning and delivery of preschool programs and youth development.
- You have **passion** for teaching and supporting our youngest community members.
- You are **enthusiastic** to work with a **diverse community** and **youth**. You want to **make a difference** and enjoy helping others.
- You know how to talk to people. You have **great communication** and **excellent customer service skills**.
- You **take initiative**. You are **self-motivated** and are always looking for the best way to get things done.
- You are **highly organized** and able to **work independently** to prioritize and coordinate multiple tasks in a fast-paced environment.
- You are a **responsible** worker who understands the importance of confidentiality.
- You are **respectful and energetic** during program time.
- You are a **team player** and are **flexible** in assisting the Recreation team.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
 - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members and 10.5% for new members to CalPERS with no Social Security deduction
 - Paid Parental Leave Program with up to 8 weeks paid leave.
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym
 - Incentive pay for participating in the City's wellness program
 - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.