



City of Mountain View

Now accepting applications for:

RECREATION LEADER II (SENIOR PROGRAMMING)

\$21.48 to \$26.11 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 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.

Application materials will be screened on a continuous basis with a first application review date of **Friday, March 22, 2024**.

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

What's the Role?

We are seeking a **self-motivated, reliable, and customer services-oriented** individual to join the Recreation Division for the position of Recreation Leader II with the City of Mountain View. You will join a **service-oriented, team environment** and work at the Senior Center.

The Essentials

- Open availability to work, Monday through Friday from the hours of 11 a.m. – 5 p.m.
- Ability to lift and move over 25 pounds.
- 18 years of age and equivalent to completion of the 12th grade.
- Possession of a valid Class C drivers' license and reliable transportation.

Bonus Points:

- Positive attitude and enjoy meeting new people.
- Flexible availability for Special Event assignments are a plus.
- Excellent communication skills and ability to deal effectively and courteously with the public.

What You'll Do

- Oversee the Senior Center front reception desk.
- Organize and schedule the weekly movie program. Occasionally holiday double feature days.
- Maintain the front lobby and information center.
- Provide a pleasant environment for guests of the Mountain View Senior Center.
- Support Senior Recreation Coordinator to coordinate and implement special events.
- Serve the residents of Mountain View and represent the City of Mountain View in a professional manner.
- Open and close facility as needed, monitor facility users, assist with setups for events; enforce on-site rules and regulations, and other duties as assigned.

Are We a Match?

- You know how to talk to people and work in a team setting.
- Senior programming and extensive public interaction appeals to you.
- You welcome responsibility and aren't afraid to ask for clarification when unsure about what's expected.
- Can use sound judgment while addressing the needs of residents and guests of the Mountain View Senior Center.
- You are respectful and mature. Paying attention to detail, being observant and taking initiative is what you are good at.

Follow us on LinkedIn:



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

Fine Print. 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, proof of a negative TB test within the last two years, 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. 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.