



City of Mountain View

Now accepting applications for:

RECREATION SPECIALIST (SUMMER CAMPS)

\$28.51 TO \$34.65 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 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

What's the Role?

We're looking for a highly motivated, reliable, and skilled professional to take on the role of Recreation Specialist. You will join a **service oriented, team environment** in providing youth engagement to City of Mountain View Recreation programs. This is a part-time, non-benefited position limited to 29 – 40 hours per week and 1,000 hours in a fiscal year. **Must be 18 years or older to apply.**

Schedule:

Summer Camps - June – August 2025, Monday – Friday 7:00 a.m. – 6:00 p.m. (Varied Shifts)

The Essentials

- Education equivalent to the completion of the 12th grade
- A flexible schedule to work in various Recreation programs.
- Possession of a valid California Driver License.

Bonus Points:

- Experience working with youth and/or teens.
- Two years of relevant part-time recreation program experience, or related work experience.
- Certified in CPR/AED/First Aid (please attach certifications).

What You'll Do

- Supervise youth and teen participants in summer camp settings.
- Plan, organize, and implement recreational activities.
- Prepare reports; maintain files and records related to the program.
- Order and purchase program supplies while maintaining an allotted budget.
- Provide excellent customer to participants, parents and community members.
- Respond to requests for information and program complaints.
- Assist in the training and supervision of hourly staff.
- Act as a professional role model, mentor, and leader.
- Perform related tasks/duties as required.

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

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<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 will be required to successfully complete a pre-employment process, including employment verification 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. 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.