



# City of Mountain View

Now accepting applications for:

## HOURLY RECREATION SPECIALIST (FACILITY RESERVATIONS)

\$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](https://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 an initial review date of March 24, 2025. **Qualified applicants are encouraged to apply early as 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 motivated, reliable, and skilled individual to take on the role of Recreation Specialist. You will join a service-oriented dynamic team environment providing facility reservation services within the Recreation Division. In this role, you will assist in the coordination of facility reservations for the community, conduct tours, process applications, and respond to frequently asked rental questions. This is a part-time non-befitted position limited to 29 hours per week or less and 1,000 hours per fiscal year. This position requires weekday availability, with occasional evening and weekend shifts.

### The Essentials

- Education equivalent to the completion of the 12th grade.
- Must be 18 years or older to apply.
- Ability to lift 50 lbs.

### Bonus Points:

- Two years of relevant part-time recreation program experience, or related work experience.
- Experience working in various recreation programs or facilities.
- Experience using reservation software.
- Bilingual skills are highly desirable.

### What You'll Do

- Schedule and conduct tours for the Mountain View Community Center, Senior Center, Historic Adobe, and BBQ areas for both the public and internal staff.
- Guide prospective applicants through the facility reservation process, answering questions and providing information on fees, availability, and required documentation.
- Process facility reservation applications and complete various administrative tasks in an organized and effective manner.
- Provide exceptional customer service over the phone, in person, and via email.
- Answer phone calls, respond to voicemails, and manage email inquiries.

### Are We a Match?

- You have **confidence** and **patience** when working with member of the public.
- You have **excellent customer service skills**.
- You are **enthusiastic** about working with youth and teens.
- 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.
- Ability to work independently and operate on different tasks.

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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.