



City of Mountain View

Now accepting applications for:

HOURLY RECREATION SPECIALIST (POLICE YOUTH SERVICES PROGRAM)

\$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 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. **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

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

What's the Role?

We're looking for a highly **motivated**, **reliable**, and **skilled** individual to join the Police Department for the position of Hourly Recreation Specialist (Youth Services Program) with the City of Mountain View. You will join a **fast-paced, dynamic team environment** with the primary responsibility to provide a means and method for the Mountain View Police Department (MVPD) and the community to develop and implement constructive youth mentoring programs that build strong relationships. The position is also responsible for creating mechanisms that open the lines of communication between the youth of the community and members of the police department. This is a part-time and non-benefited position with flexible shifts Monday through Friday between 8:00 am and 5:00 pm, with occasional evening or weekend meetings or activities. This position is limited to no more than 29 hours per week and 1,000 hours in a fiscal year.

The Essentials

- Experience working in recreational leadership.
- Equivalent to the completion of the 12th grade.
- Possession of or ability to obtain a valid California Driver License.
- A flexible schedule to work in various youth programs within the Police Department.
- Confidence and patience when working with youth and teens.
- Energy, enthusiasm, and a commitment to being a role model.

Bonus Points:

- A college degree from an accredited four (4) year college or university. Major coursework in recreation or public administration is preferred.
- Previous experience with grants or willingness to learn about grants.
- Bilingual skills.

What You'll Do

- In alignment with the Mountain View Police Department's core values and supporting the Mountain View community, you will support the creation, execution and maintenance of new and existing Police Activities League (PAL) programs run by the Youth Services Unit (i.e. Dreams and Futures, Cops that Care, and school mentoring)
- Assists with oversight of daily functions of the department's PAL programming and services by providing observation, direction, guidance, and support to MVPD staff and program participants.
- Assist in recruiting and coordinating police officers and mentors to participate in the PAL programs.
- Assist with recruiting, conducting background screenings and coordination of volunteers and coaches for PAL programs and Youth Services Unit events.
- Track checks, receipts, and invoices related to PAL.
- Work with School Resource Officers to cultivate positive relationships with school administration and staff, as well as community groups to further support the goals of the Youth Services Unit.

Are We a Match?

- You have strong writing, communication and organizational skills and need minimal supervision.
- You are able to relate well to youth, parents, volunteers, and community members of varied economic and cultural backgrounds.
- You can recruit, train, and provide technical guidance to staff and volunteers.
- You can seek out and assimilate feedback from other staff, volunteers, parents, and community leaders to enhance PAL programming.
- You must be able to pass a background check.

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 Division 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). 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. Candidates on the eligibility list must successfully pass an extensive background investigation conducted under POST guidelines, including a Department of Justice (DOJ) fingerprint check, and proof of a negative TB test within the last two years prior to employment. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.