



# City of Mountain View

Now accepting applications for:

## RECREATION LEADER II

\$23.01 to \$27.96 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](http://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. **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 want a highly **motivated**, **reliable**, and **skilled** individual to join the Performing Arts Division for the part-time position of Recreation Leader II at the Center for the Performing Arts with the City of Mountain View. You will join an enthusiastic and passionate team, supporting the performances at the Center in downtown Mountain View. This position assists with the social media, e-newsletters, and supports updating the website. This position has flexible work hours with up to 15 hours per week.

### The Essentials

- Equivalent to the completion of the 12th grade.
- Valid California Driver License.
- Must be at least 18 years old.
- Have some work and/or volunteer experience in marketing.

### Bonus Points

- One year of college level education
- Strong understanding of social media platforms
- Familiar with e-newsletters: managing design and layout
- Experience working on digital promotional campaigns for concerts and live events.

### What You'll Do

- Create compelling and engaging visual and written content for our patrons
- Manage our social media accounts including scheduling and monitoring posts, engaging with digital audiences and staying up to date with best practices
- Create and/or commission photography and video documentation, social media graphics, and other related assets.
- Post and archive documentation so that it is available before, during and following events.

### Are We a Match?

- You have the ability to understand and follow oral and written directions
- You have a **willingness to learn and apply your creative spirit**
- You possess excellent communication skills, both written and verbal
- You **enjoy working in a performing arts center**, and are comfortable working around people of all ages, from youth to senior citizens
- Working with online media is exciting to you!

Follow us on LinkedIn:



<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.