



# City of Mountain View

Now accepting applications for:

## RECREATION LEADER II (RENGSTORFF HOUSE)

\$22.34 to \$27.15 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 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 are seeking a **reliable, engaging** 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 interact with our **diverse community**, working at the historic Rengstorff House, Mountain View's oldest home and a prime example of Victorian Italianate architecture.

### The Essentials

- Required shifts during Rengstorff House public tour times: Tuesday/Wednesday(s) from 12:30 – 4:30 p.m. and Saturdays 8:45 a.m. – 12:15 p.m.
- 18 years of age and equivalent to completion of the 12<sup>th</sup> grade.
- Ability to lift and move over 15 pounds.
- Possession of a valid Class C drivers' license and reliable transportation.

### Bonus Points:

- Excellent communication skills and ability to deal effectively and courteously with members of the public.
- Prior volunteer management and/or docent-led tour experience is a plus.
- Ability to work additional shifts, as assigned.

### What You'll Do

- Greet volunteers and members of the public as part of the historic home tours program; lead tours in the absence of any available staff.
- Support rental tours on an ad-hoc and scheduled basis.
- Open and close the facility, following all applicable safety and security protocol.
- Serve the residents of Mountain View and represent the City of Mountain View in a welcoming and professional manner.
- Take on tasks to support the Senior Recreation Coordinator and any duties that relate to facility operations, maintenance and upkeep.
- Special projects, as assigned.

### Are We a Match?

- You take great pride in representing such a unique and beautiful historic home.
- You have a keen sense of observation, with the ability to report damage and/or historic home care requirements, in a both timely and professional manner.
- You aren't afraid to respond to issues affecting the public, in and around the site.
- You welcome the opportunity to talk to people of all ages, backgrounds and abilities.
- You can use sound judgment while addressing the needs of residents and guests.

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.