



City of Mountain View

Now accepting applications for:

HOURLY RECREATION SPECIALIST (THE VIEW TEEN CENTER)

\$28.52 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

Follow us on LinkedIn:



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

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 youth engagement services within the Recreation Division. In this role you will coordinate programs and activities for teens, including recreational programs, workshops, drop-in activities, and resources. This is a part-time non-befitted position limited to 29 hours per week or less and 1,000 hours per fiscal year. Flexible shifts are available.

Schedule:

The View Teen Center (School-Year): Monday-Friday, 3 p.m.-7:15 p.m. & Saturday 12:45 p.m.-6:15 p.m.

The View Teen Center (Summer and School Breaks): Monday-Friday 12:45 p.m.-6:15 p.m.

Teen Open Gym (Year-round): Saturday 6:15 p.m.-9:45 p.m.

Prep Shifts: Flexible hours Monday-Friday between 9 a.m. - 3 p.m.

The Essentials

- Education equivalent to the completion of the 12th grade.
- Experience working with youth and/or teens.
- A flexible schedule to work in various Recreation programs.
- Must be 18 years or older to apply.

Bonus Points:

- Two years of relevant part-time recreation program experience, or related work experience.
- Completed 32 semester or 48 quarter college units (please attach transcripts). Completion of college-level courses in recreation, child development, or a related field.
- Certified in CPR/AED/First Aid.

What You'll Do

- Supervise youth and teen participants at The View Teen Center and Teen programs.
- Plan, organize, and implement teen recreation programs held at The View Teen Center.
- Work independently with initiative, prioritize job tasks, and complete them within specified deadlines.
- Prepare written documents, press releases, brochures, calendars, program rosters, etc.
- Collect activity and registration forms, prepare program plans, and prepare reports describing and evaluating programs at completion of activity.
- Maintain equipment and materials at The View Teen Center and purchase supplies as necessary.
- Develop promotional materials for The View Teen Center and actively promote programs to the community, schools, and teens.
- Communicate effectively and respectfully with youth, parent/guardians, staff, and community members.

Are We a Match?

- You have **confidence** and **patience** when working with youth and teens.
- 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.

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.