



City of Mountain View

Now accepting applications for:

**AFTER SCHOOL EDUCATION
SPECIALIST III
(2024-2025 SCHOOL YEAR)
\$30.80 TO \$36.98 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/cit-y-of-mountain-view/>

What's the Role?

We're looking for highly **motivated, reliable, and skilled** individuals to join the Recreation Division for the position of After School Education Specialist III with the City of Mountain View. You will join a **service-oriented, team environment** in providing youth and teen engagement to City of Mountain View Recreation programs. This is a part-time, hourly, non-benefited position limited to 29 hours per week and 1,000 hours in a fiscal year. **Must be 18 years or older to apply.**

Schedule:

- Operation of programs: August 13, 2024 – June 5, 2025
- Beyond the Bell After School – Elementary: Monday, Tuesday, Wednesday, Friday 2:30 p.m. - 6:15 p.m. & Thursday 12:15 p.m. – 6:15 p.m.
- The Beat and Beyond the Bell - Middle School: Monday – Friday 2:45 p.m. - 6:15 p.m.

Training Dates:

- Monday – Friday, August 5-9, 2024, 9:00 a.m. – 5:00 p.m.

The Essentials

- Two years of relevant part-time recreation program experience, or related work experience.
- Education equivalent to the completion of the 12th grade or higher.
- Possession of a valid California Driver License.
- A flexible schedule to work in various youth and teen programs within the Recreation Division.

Bonus Points:

- Experience working with youth and/or teens.
- 32 semester or 48 quarter college units completed.
- Certified in CPR/AED/First Aid (please attach certifications).

What You'll Do

- Supervise youth and teens in after-school programs, which may include the Beyond the Bell program and/or The Beat after-school program.
- Plan and collaborate with Mountain View Whisman School District personnel.
- Plan, organize, and implement both recreational and enrichment activities.
- Lead the day-to-day operations onsite including the responsibilities of hourly staff.
- Assist in the training, supervision, and evaluation of assigned hourly staff.
- Act as a professional role model, mentor, and leader.
- Enforce guidelines and maintain a safe, clean, well-organized environment.
- 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 know how to talk to people and work in a team setting.
- You are **enthusiastic** about working with elementary and middle school-aged children.
- You are **detail-oriented** and **observant**. You are on the lookout for what needs to be done and the best way to do it.
- You are **respectful, mature, and energetic** during program time.
- You are a **responsible** worker who understands the importance of confidentiality.

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.