The City of Mill Valley Recreation Department invites applications for the position of:

THE POSITION

The ideal Teen Coordinator enjoys a fast-paced environment, creative challenges, and is a self-motivated team player.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (full job description at www.cityofmillvalley.org)

- The ability to interact effectively with middle school and high school age youth of various backgrounds and interests.
- Plan, organize and supervise the daily operation of afterschool program for middle school students.
- Plan, organize, develop and promote a broadly diversified program of recreation activities for middle and high school aged youths that includes: field trips, social events, special classes, concerts, dances, after-school programs, leadership training, and special events.
- Maintain discipline and control in an active teen environment.
- Knowledge of office practices and procedures.
- Make decisions in accordance with established policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Willingness to work a flexible schedule with evening, weekend and holiday shifts.
- Train, supervise and motivate staff.
- Work with local organizations, businesses, school personnel, parents and community members in developing recreational programs and activities.

CURRENT ISSUES & PRIORITIES

This will be a high-profile position requiring ongoing working relations with school officials, teachers, parents, community groups and local businesses. Expanding the Department's services for young adults is a high priority goal. This position will be the lead staff person responsible for achieving this goal.

QUALIFICATIONS

EXPERIENCE: One year of leadership experience working with youth, preferably teenagers. Computer skills in word processing and desktop publishing.

EDUCATION: Equivalent to the completion of the twelfth grade. College level courses in recreation or a related field is highly desirable.

SPECIAL REQUIREMENTS: Possession of, or ability to obtain an appropriate, valid California's driver's license. CPR and First Aid certifications are highly desirable.

WORKING CONDITIONS

Work is performed in both indoor and outdoor settings. A flexible work schedule is required including working evenings, weekends and holidays. Work requires operation of a computer keyboard to utilize "CLASS" registration system and desktop publishing software. Frequent bending, lifting, carrying and transporting recreation equipment from indoor storage facilities to outdoor and indoor activity locations is required.

COMPENSATION AND BENEFITS:

This position is an "At Will" permanent part-time (25 hours/.625 FTE) $3381 ($2133)mo to $ 4530 ($2831)mo. The City's contribution towards some benefits will be calculated on a pro-rated basis.

HEALTH INSURANCE - Several health plan options including fully paid Kaiser Plan for employees and eligible dependents (pro-rated).
DENTAL INSURANCE - The City provides dental insurance for employees and eligible dependents (pro-rated).
RETIREMENT PROGRAM – PERS retirement benefits 2.0% @ 62, employee pays the full PERS employee Contribution.
VACATION - Begins with 10 days (pro-rated).
HOLIDAYS - 10 days per year + 4 floating (pro-rated).
SICK LEAVE - 12 days per year (pro-rated).
ADDITIONAL BENEFITS - Deferred 457 Compensation Plan, long-term disability and life insurance.

PRE-EMPLOYMENT CONDITIONS - Prior to receiving a conditional job offer, the candidate will be required to complete fingerprint/background review including a DMV records check. Upon receiving a conditional job offer, the candidate will be required to complete a pre-employment medical examination. Applicants must be successful in all phases of selection process to be considered for the position.

APPLICATION INSTRUCTIONS:
Interested applicants are encouraged to review the complete job description which is located on the City of Mill Valley website. Please go to www.cityofmillvalley.org for additional information.

How to Apply: All applicants must fill out and submit a City of Mill Valley Employment Application form. Application forms may be obtained from the City of Mill Valley website www.cityofmillvalley.org. Click on the link for Job Opportunities. Applications may also be obtained from City Hall located at 26 Corte Madera Avenue. Applications may also be obtained by contacting the Recreation Department at (415) 383-1370 or emailing recreate@cityofmillvalley.org.

Applicants must submit*:* a cover letter, a detailed resume, a list of five work-related references, and a completed City of Mill Valley employment application. Resumes are NOT accepted in lieu of City applications.

Application packets should be sent via mail or email to**:**

Attention: Stuart Kesler, Center Manager
City of Mill Valley
Recreation Department
180 Camino Alto
Mill Valley CA 94941
skesler@cityofmillvalley.org

Questions regarding the position should be directed to Stuart Kesler (415) 383-1370 or skesler@cityofmillvalley.org

FILING DEADLINE: All documents must be completed and received no later than **5:00 pm Friday, August 29, 2014.**

The City of Mill Valley is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information. Accommodations for testing for persons with a disability are available upon request. Americans with Disabilities Act (ADA): Please contact the Recreation Department on or before the final filing date, if special accommodations are necessary for the examination/selection.