



City of Seal Beach
211 8th St Seal Beach CA 90740
HR: (562) 431-2527 x 1336

**RECREATION SPECIALIST
(Seal Beach Tennis & Pickleball Center)
(Part-Time)**

**FILING DATE: Open Until Filled
SALARY: \$15.00 - \$18.17 per hour**

APPLICATION FILING DATE:

This recruitment is Open Until Filled. Interested applicants are encouraged to apply promptly as this recruitment may close at any time, without notice, once a sufficient number of qualified applications have been received.

ABOUT POSITION:

This position is a part-time, non-benefited position. Work hours may vary, and schedules can be up to 29 hours per week as needed. There are no guaranteed minimum number of hours per week. Hours of operation of the Seal Beach Tennis & Pickleball Center are typically Monday through Friday, 7:00 am - 9:30 pm and Saturday/Sunday from 6:30 am - 5:30 pm.

ESSENTIAL FUNCTIONS:

Individual will work primarily at the City's Seal Beach Tennis & Pickleball Center performing duties including, but not limited to, greeting and supervising patrons, handling of payments inside the Pro Shop, enforcing rules and regulations of the facility, opening/closing the facility, removing trash, restocking supplies, and general court maintenance, including court washing, locker room cleaning, and overall security of the facility.

This position will also work periodically as staff for facility rentals at the City's community centers for various functions such as wedding receptions, baby showers, and birthday parties. This position may also help assist with scorekeeping for Adult Sports programs, including basketball and softball.

EMPLOYMENT STANDARDS:

Ability to: Communicate effectively (both written and verbally); make good decisions; push, pull, drag, lift or carry equipment/supplies up to 50 lbs., lean, stoop, twist, bend and kneel in performance of job duties.

Experience & Training: One year experience working for Parks and Recreation Departments or similar experience and general knowledge of tennis and sports is desired.

SELECTION PROCEDURE:

To submit your application, please visit: <https://www.calopps.org/city-of-seal-beach>

Please note that only on-line applications are being accepted for this recruitment. Our Human Resources Department is located at Seal Beach City Hall, 211 8th Street, Seal Beach, California 90740 and can be contacted by calling (562) 431-2527 x1336. Faxes, emails or postmarks will not be accepted.



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Appointment is subject to any or all of the following: preemployment medical, fingerprint processes as well as background investigation. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States. **Employees must be 18 years of age or older.**
Employees assigned to facility rentals involving alcohol must be 21 years of age or older.

Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required. The City of Seal Beach is an Equal Opportunity Employer.

NOTE: *The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.*