



We invite applications for the position of:  
**Facility Specialist I – Office Staff**

**\$17.76 per hour**  
**Open until filled**

**The City of San Mateo Parks and Recreation Department is looking responsible, enthusiastic, and energetic individuals to join our Aquatics Section!**

The Position:

This is a part-time receptionist position with the City of Mateo Aquatics Section for Summer 2024. Positions available at Joinville Swim Center and King Community Pool. It does not include any benefits other than coverage under Workman’s Compensation.

Qualifications:

Must be at least 16 years old and have the ability to obtain a work permit, if under the age of 18. Applicants must have strong public contact and telephone answering skills and present a mature and neat public appearance. Experience in handling money and computer knowledge is highly recommended. Familiarity with the Recreation Department and programs is desirable.

Office Staff Responsibilities:

Front Desk Receptionists answer patron questions and phone calls, directing inquiries to staff and or providing accurate informed responses concerning the Recreation Department programs, classes and activities. Receptionists will also accept and complete class registrations. The successful applicant will also be expected to accept fees and reconcile transactions. Training is included.

Schedule:

Interviews:	Starting in April
In-Service Training:	June 8 (new hires only), June 10 – June 14
Summer Session:	June 15 – August 11
Daily Hours: (scheduled shifts may vary)	
	M-F 9:45am-8:15pm
	S 9:45am-5:15pm
	SU 12:45pm-5:15pm

Are You Interested? Apply.

Applications can be found on our website at [www.cityofsanmateo.org](http://www.cityofsanmateo.org), submit them on-line at [www.calopps.org](http://www.calopps.org) or e-mail applications to [shavel@cityofsanmateo.org](mailto:shavel@cityofsanmateo.org). If you have any questions, contact Carolyn Shavel via email or 650.522.7473. Applications are also available at the Dr. Martin Luther King Jr. Community Center: 725 Monte Diablo Ave, San Mateo 94401 Application materials will be screened on a continuous basis and must answer the following Supplemental question: “Did a current City of San Mateo employee refer you to this job?” “If yes, please provide their name.”

**Fine Print** The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, gender, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms, and conditions of employment.