



We invite applications for the position of:
Facility Specialist I: Field Attendant
\$18.65- 20.33 hourly

The City of San Mateo Parks & Recreation Department is now accepting applications for part-time employment in Athletics.

About this role

We are seeking responsible, reliable and enthusiastic individuals to join our team as a Field Attendant. Employees hired into this class will follow the City's emphasis on excellent customer service, be detail-orientated, able to manage multiple tasks and programs and be a team player who can work with a variety of City staff and members of the public. You must be available to work Monday-Friday during the hours of 3pm-8pm and one Saturday or Sunday from 8am-5pm, year-round. This is a part time, non-benefited position, up to 30 hours per week and limited to 960 hours in a fiscal year (July-June).

Why Join our Department?

- Our staff is devoted to creating a fun, safe and positive recreational experiences.
- Our Values; Respect, Creativity, Integrity, Transparency and Inclusivity.

What You Bring:

- Energy and Enthusiasm!
- Experience and passion for working in sports.
- Dependability, reliability and an ability to work independently.

Who You Are

- You have a strong work ethic, customer service skills and works well with others.
- You have good judgment and make good decisions in a variety of situations.
- You can communicate well with your co-workers and supervisors.

What You'll Do

- Acts a liaison to build a positive working relationship with all youth user groups who use the athletic fields in San Mateo.
- Reviews all activities on San Mateo field's including, youth user group games and practices, adult sports, private rentals and public drop in use.
- Interprets and enforces the field user policy and park policies to the public and sports user groups.
- Monitors park areas by foot to assist the general public and sports groups in the use of the park areas.
- Responds to inquiries and complaints and ensures safe use of the facilities.
- Documents all emergency and first-aid contacts.
- Reports possible safety hazards and/or unsanitary conditions to the Recreation Supervisor.
- Assist in keeping accurate records of forms, inventory and supplies
- Supports City or Department-sponsored events as required.

What We Offer

- A TON of leadership skills! You will develop your leadership and management skills as you learn to work cooperatively with other staff members, team managers and officials.
- Training and Support as you learn and grow in this role with our Athletics Department
- Build your resume! Career benefits as a scorekeeper include development of essential management and communication skills.

Are You Interested? Apply.

Application can be found on our website at www.cityofsanmateo.org, submit online at www.calopps.org or email applications to sthind@cityofsanmateo.org. Questions, contact Sukh Thind via email or 650.522.7436. Application materials will be screened on a continuous basis.

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.