



We invite applications for the position of:  
**Facility Specialist I: Gym 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 oversee the San Mateo High School Gym. Gym Attendants will be responsible for class registrations and refunds, cash handling procedures, maintaining the office area and supplies, safety issues regarding the facility and program participants, any set up or breakdown needed for activities scheduled and other duties as assigned. 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). You must be available to work Monday-Friday during the hours of 5:30pm-10:15pm and one Saturday or Sunday between the hours of 9am-9pm, year-round.

#### 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 serving the community.
- 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 patrons, your co-workers and supervisors.

#### What You'll Do

- Provide excellent customer service.
- Process registrations, oversee the building including any set-up or break-down for scheduled activities.

#### 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 Section
- 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](http://www.cityofsanmateo.org), submit online at [www.calopps.org](http://www.calopps.org) or email applications to [sthind@cityofsanmateo.org](mailto: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.

