



We invite applications for the position of:
Program Specialist: Adult Sports Specialist

\$26.63- 31.76 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 manage and oversee for Adult Sports Leagues. This position will be responsible for staffing and managing all Adult Sport games on a field or in a gym, including scorekeepers and communication with the sport official's association, and managing the adult sports scheduling and score reporting online. 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 4:30pm-10:15pm and occasional weekends. This position is 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 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

- Greet, acknowledge, and interactive with patrons and sports officials in a friendly and professional manner
- Ensures all game related information are uploaded to website in a timely manner for each game
- Keeps games moving, maintains game rules and manages game conflicts
- Ensures use of sport program supplies follows the amount prearranged by the department budget
- Oversees and managers Adult Sport League games and is present before and after designated scheduled game times
- Assists in tracking payroll for all per diem workers
- If necessary, will cover shifts for scorekeeping or gym attendant when no subs are available
- Back up to the field preparation position and have morning shift flexibility.
- Manage the gym schedule, staffing and be a back up to rental officers, if necessary
- Takes game photos of all Sport League games
- Provide excellent customer service.

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, 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.