



City of Seal Beach

211 8th St.

Seal Beach, CA 90740

562/431-2527



RECREATION SPECIALIST (Tennis Center/Facility Rentals/Adult Sports) (Part-Time)

Open Until Filled

SALARY: \$14.95 - \$18.17 per hour

This is a part-time non-benefited position. Work schedule: Up to 29 hours per week as needed. No guaranteed minimum number of hours per week. Hours of operation are typically Monday through Friday 7:00am-9:30pm and Saturday/Sunday from 6:30am-10:00pm.

ESSENTIAL FUNCTIONS:

Individual will work primarily at the City's Seal Beach Tennis Center performing duties including but not limited to; greeting and supervising members/users, handling of payments inside the Pro Shop, enforcing the rules and regulations of the Facility, opening/closing the facility, removal of trash, restocking of supplies in kitchen and locker rooms, general court maintenance including court washing, locker room cleaning, and oversee security of the facility.

This position will periodically work facility rentals on weekends at the City's Community Centers for various functions: Wedding receptions, baby showers, birthday parties, etc. It may also help assist with scorekeeping Adult Sports programs such as: 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 Department and general knowledge of tennis or sports is desired.

SELECTION PROCEDURE: Please visit www.CalOpps.org to submit your application on-line. However, if you are unable to complete your application on-line a printable version of our employment application may be downloaded from our website at www.sealbeachca.gov. Applications can also be obtained from the Human Resources Department, Seal Beach City Hall, 211 8th Street, Seal Beach, California 90740 or by calling (562) 431-2527 x1301. Faxes, emails or postmarks will not be accepted. Appointment is subject to any or all of the following: pre-employment medical, including substance abuse screening, 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.*