



City of Seal Beach

211 8th St.

Seal Beach, CA 90740

562/431-2527



RECREATION SPECIALIST (Tennis Center) (Part-Time)

Open Until Filled

SALARY: \$14.66 - \$17.82 per hour

This is a temporary part-time non-benefited position. Work schedule: Up to 29 hours per week.

ESSENTIAL FUNCTIONS:

Under supervision, individuals will be assigned to one or both of the following:

Facility Maintenance – Individuals may perform general maintenance duties at the Tennis Center to include washing of courts, cleaning of locker rooms and restrooms, cleaning of clubhouse, kitchen and outdoor areas, disposal of trash from containers and light facility/equipment repairs.

Pro Shop Desk – Individuals will work at the public desk of the Tennis Center, performing duties including opening/closing the facility, making court and clubhouse reservations, supervising facility users, greeting patrons, answering phone calls, handling customer payments, providing patrons with water and snacks, completing daily reports and logs, selling Pro Shop merchandise and cleaning the Pro Shop, kitchen and clubhouse.

EMPLOYMENT STANDARDS:

Knowledge of: The tennis and retail industry.

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.

Education: Completion of one year of college or university level work in Recreation, Physical Education or a related field is highly desirable.

Experience & Training: One year experience working at a tennis center or in other retail setting is desired.

SELECTION PROCEDURE: Applications shall be obtained from the Human Resources Department, Seal Beach City Hall, 211 Eighth Street, Seal Beach, CA 90740 or by calling (562) 431-2527 x1301. Applications may also be downloaded from our website at www.sealbeachca.gov. Completed applications must be submitted by mail or in person. 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 working at the Tennis Center 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.*