



Job Title: Athletics Facilities Operations Assistant
Department: Parks and Recreation
Location: 150 Beach Street, Revere, MA
Hours: Flex Hours, 20-39 hours per week depending on time of year. (Shifts will vary based on permit schedule, time of year, and department needs)
Salary: \$17 - \$21/Hour. Seasonal Position March 1st - December 1st.

DESCRIPTION:

The City of Revere Parks and Recreation Department seeks an individual to support the daily operations, maintenance, and event readiness of our athletic and recreational facilities. This position assists with facility setup, equipment management, customer service, and general operations to ensure a safe, clean, and welcoming environment for athletes, staff, spectators, and community members. Facilities include but not limited to Harry Della Russo Stadium, Rumney Marsh Turf Field, Griswold Park and McMakin field. The Candidate will operate under the purview of the Director of Parks and Recreation; report directly to the Athletic Facilities Coordinator

ESSENTIAL FUNCTIONS:

- Enforce Rules with all visitors, athletes, rentals.
- Know the schedule for the day in-conjunction with the Athletic Facilities Coordinator and assure present during transition times from one group to next.
- Enforce schedule times for permitted use.
- Mediate and resolve issues that may arise through the course of shift - contact athletic facilities coordinator as needed.
- Contact RPD for issues of a legal or personal safety nature.
- Assist with facility opening and closing procedures.
- Clean up and dispose of garbage - including empty bottles on turf and within bleachers, before, during and at the conclusion of shift.
- Clean and sanitize restroom fixtures, including toilets, urinals, sinks, mirrors, countertops, and partitions.
- Replenish supplies such as toilet paper, paper towels, soap, hand sanitizer, and seat covers.
- Maintain inventory and organization of athletic equipment, supplies, and storage areas.
- Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS:

- Strong work ethic
- Must take pride in cleanliness
- Revere residency Preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

Skills:

- Effective Interpersonal Skills

Abilities:

- Ability to enforce rules and regulations

PHYSICAL ENVIRONMENT:

The work involves sitting, standing, walking, and stooping. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or another protected category.

Interested candidates should apply online. The application must be submitted via the City's [Online Application Portal](#). Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: jobs@revere.org.