



**APPLY BY: November 24th 5:00 PM**

### COMMUNITY SERVICES LEADER III

#### Senior Services

**Extended Part-time: Up to 32 hours per week**

**\$17.27 - \$22.69 per hour**

**Minimum Starting Rate: \$18.13**

**Do you have the desire to make a meaningful impact in a vibrant and diverse community?**

**Join a collaborative workforce committed to serving the City of Irvine.**

The City of Irvine seeks a motivated individual with demonstrated customer service skills and an interest in helping seniors to provide customer service and facility operations support at Lakeview Senior Center. This position is Extended Part-time with a schedule requirement of up to 32 hours per week, night and weekend availability required.

#### Your Impact

- Assist with Senior Center facility supervision, including private use reservations, room set-up and take down, equipment coordination, customer service, record keeping and scheduling.
- Assist with reception desk support, on-going recreation programs, excursions and special events for older adults of various interests and cultural backgrounds.
- Assist in supervision of part-time staff and volunteers which includes training, scheduling and communicating daily responsibilities of recreation programs.
- Research, prepare and disseminate necessary reports and statistical data.
- Ensure facility and equipment are properly maintained and repaired; coordinate receiving of materials and supplies.

#### Minimum Qualifications

- Two years of college level work and two years of relevant experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Ability to communicate clearly and concisely verbally and in writing, and establish and maintain effective working relationships with those encountered during the course of work.
- Moderate computer skills needed for email, reports, and database input.
- Ability to push, pull, drag, lift, or carry equipment/supplies (weighing up to 50 lbs.) and ability to lean, stoop, twist, and bend in the performance of job duties.

#### Best Fit

- Experience with older adults or in adult recreation programming is preferred.
- Positive attitude, self-motivator, willing to learn, and ability to work without immediate supervision.
- Demonstrated good judgment in interpreting established policies, procedures, and guidelines.



**Are you interested in this job opportunity?**

**Apply Online: [cityofirvine.org/jobs](http://cityofirvine.org/jobs)**