



CITY OF IRVINE IS HIRING!

Community Services Leader III

**Child Services and Recreation Programs -
Woodbury Community Park**

Extended Part-time: Up to 32 hours per week
\$17.87 - \$23.48 per hour

Minimum Starting Rate: \$20.27**

**Minimum starting rate effective June 21, 2025: \$22.09

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 an enthusiastic and experienced individual to assist with the coordination of child services and recreation programs at Woodbury Community Park. **Extended Part-time, 30-32 hours per week.**

Your Impact:

- Teach and lead early childhood and school-age youth recreation classes, after-school programs, school-break camps, and various activities including sports, games, science, and tutoring/homework help.
- Assist with the development of various recreation and drop-in programs, camps, classes, and special events for residents of all ages, interests, and cultural backgrounds.
- Provide after-school transportation from area schools to park sites. Training for operating City vans will be provided.
- Assist in supervising facility operations and reservations including scheduling, record-keeping, room set-ups, walk-throughs, and customer service. Maintain facilities and equipment.
- Assist with hiring, training, scheduling, and evaluating part-time staff and volunteers. Coordinate daily program responsibilities and projects. Provide support to the Leaders in Training volunteer program.
- Provide staff and customer support by using CivicRec reports, including preparing class rosters and daily participant check-ins.
- Assist with program marketing materials, reports, and statistical data.
- Shifts are typically scheduled weekdays 8 a.m.-6 p.m., evenings, and weekends.

Minimum Qualifications:

- Two years college or university level work in Recreation, Early Childhood Education, Human Services, Social Ecology, or related field, and two years of experience as a Community Services Leader, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid driver's license and clean DMV record.

Best Fit:

- Experience planning and implementing child services, recreation classes, and special events.
- Exceptional communication and decision-making skills to create positive relationships with program participants, school personnel, staff, contract instructors, and community members.



For more information and to apply by 5 PM on May 2, 2025, scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

