

CITY OF IRVINE IS HIRING!

Community Services Leader III

Athletics - Great Park

\$17.87-\$23.48 per hour

Minimum starting rate: \$20.27*

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

Extended Part-time: 30-32 hours per week

The City of Irvine seeks organized and customer-focused individuals with demonstrated athletics experience and strong leadership skills, to support facility operations at athletics fields and facilities at the Great Park.

Hours: 30-32 hours per week, with evening, weekend, and holiday availability required.

Your Impact:

- Oversee daily facility operations and field usage at various athletics facilities.
- Monitor park and field usage, identify maintenance and safety issues, and unlock and secure facilities and restrooms, patrol facilities in a city vehicle, field cart, or on foot.
- Act as the liaison to the athletics facility staff, prepare fields for baseball, softball, and soccer use, maintain facilities and equipment, and assist with athletic leagues, allocations, and reservations.
- Assist with the operations of special events and various sports tournaments.
- Act as the liaison for facility reservations: maintain contracts and forms, coordinate the master calendar, room set-up, and walk-throughs.
- Assist with hiring, training, scheduling, and evaluating part-time staff, volunteers. Coordinate daily program responsibilities and projects.
- Maintain records, prepare reports, and collect statistical data relative to programs and services.
- Develop and maintain positive working relationships with staff, supervisors, program participants, contract instructors, sports officials, and the public.

Best Fit:

- Excellent customer service and communication skills, along with a working knowledge of policies and procedures involved in operations and athletic events, such as set-ups, record-keeping, safety issues, etc.
- Strong organizational, leadership, and administrative skills to manage multiple projects in a fast-paced environment.
- Ability to respond to potentially intense, sensitive emergency situations in a rational and decisive manner, using tact, self-restraint, and good judgment.
- Knowledge of sport rules (e.g. baseball, softball, basketball, soccer, volleyball).

Minimum Qualifications:

- Two years college or university level work in Recreation, Kinesiology, or related field; two years of applicable experience, or any combination that provides equivalent knowledge, skills, and abilities.
- Ability to push, pull, lift, or carry equipment/supplies (weighing up to 50 lbs.), and lean, stoop, twist, and bend in the performance of job duties.
- Driver's license and clean DMV record. Use of personal car required to travel between sites. Reimbursement for mileage provided.

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

