



APPLY BY May 22 @5PM

COMMUNITY SERVICES LEADER III

Disability Services

Part-time: 19 hours per week

\$17.87 - \$23.48 hourly

Starting rate beginning 06/21/2025: \$22.09 - \$29.02

The Position:

The City of Irvine's Disability Services section offers monthly recreational activities and provides temporary 1:1 accommodations for persons with disabilities. This is an excellent opportunity for an individual who wants flexible part-time hours and the chance to enrich the lives of people with disabilities. **These positions are Part-time with a varied schedule, based on program needs.**

Essential Duties and Responsibilities; other duties may be required and assigned:

- Provide on deck, one on one, support for participants with their instructor in Angelfish and Guppies Aquatics lessons at the pool.
- Assist with support and coordination of the City's disability services special events and programs, ensuring safety of participants of activities and special events such as recreation classes, yoga, adaptive dance, bowling, dances, movies, and excursions.
- Greet, direct, and assist participants and families, and facilitate volunteer efforts.
- Process registrations and payments for activities and events.
- Input and track information using the City's computerized system, online work schedule, and email correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions:

- Two years of college or university level coursework with an emphasis in Special Education, Human Services, Community Services, Social Ecology, or a related field and two years experience as a Community Services Leader, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Experience and knowledge of Microsoft Office programs.
- Excellent customer service, communication skills, patience, and understanding.
- Prior to employment, applicants must possess a valid California Driver's License and proof of current negative Tuberculin test, within the past year.
- A standard First Aid and CPR certificate is required within three months of employment.



Are you interested in this job opportunity?

Apply Online: cityofirvine.org/jobs