



# CITY OF IRVINE IS HIRING!

## Extended Part-time Community Services Leader III - Portola Springs

Extended Part-time: Up to 32 hours per week  
\$22.09 - \$29.02 per hour

**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 the Portola Springs Community Park.

### Your Impact:

- Teach and lead early childhood and school-age youth recreation classes, seasonal and school-break camps, and various activities including sports, games, science, and tutoring/homework help.
- Assist with the development of various athletic programs, 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.
- Must be at least 18 years of age.
- Possession of a valid California driver's license.

### Best Fit

- Experience planning and implementing child services, recreation and athletic programs, special events, and facility operations.
- 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 p.m. on August 19, scan the QR code with your smartphone, or visit:

***cityofirvine.org/jobs***

