



CITY OF IRVINE IS HIRING!

Community Services Senior Leader Adventure Playground Programs and Operations

\$23.28 - \$30.56 per hour

Extended Part-time: 30-32 hours per week

The City of Irvine seeks an enthusiastic and experienced individual to provide lead support in developing and coordinating recreation programs, events, and facility operations at Adventure Playground.

Hours: 30-32 hours per week; shifts scheduled Sunday-Thursday with varying hours between 10 a.m.-6 p.m.

Your Impact:

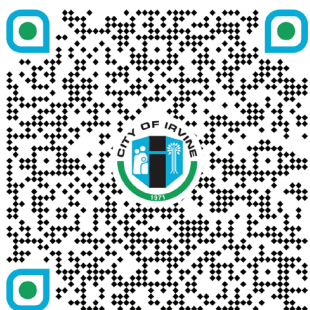
- Develop, plan and implement programs and activities for a variety of ages, interests, and cultural backgrounds.
- Coordinate facility operations and supervision including attendance tracking, record-keeping, facility upkeep, and customer service. Inspect and maintain facilities and equipment. Coordinate work orders for repairs.
- Provide staff and customer support by using CivicRec, including registering participants, preparing rosters, batching payments and preparing deposits.
- Assist with supervising part-time staff and volunteers; create drop-in/self-directed activities, delegate tasks, establish timelines, and provide guidance and feedback. Assist with hiring and training, as needed.
- Develop and maintain positive working relationships with staff, participants, and community members.
- Research, prepare, and disseminate necessary reports and statistical data. Develop program marketing materials and resources. Support public relations and fundraising efforts.

Best Fit:

- Excellent customer service and communication skills, along with a working knowledge of policies and procedures involved in facility operations, such as record-keeping, safety issues, set-ups, etc.
- Experience implementing recreation programs and special events, and leading staff and volunteers.

Minimum Qualifications:

- Two years college in Recreation, Education, Kinesiology, or related field, and three years of experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Forward-thinking, motivated, and comfortable working outdoors for extended periods of time.
- 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.



For more information, and to apply by 5 p.m. on July 29, scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

