

# CITY OF IRVINE IS HIRING!

## Community Services Senior Leader

Great Park Visitors Center, Reservations and Operations

**\$23.28 - \$30.56 per hour**

Extended Part-time: Up to 32 hours per week.

*Thursday - Sunday availability required.*

*The City of Irvine seeks an experienced individual to oversee daily operations and reservations, manage part-time staff and volunteers, and provide outstanding customer service at the Great Park Visitors Center.*

### Your Impact:

- Coordinate and lead staff in facility preparation for daily operations, reservations and rentals, and program activities.
- Maintain knowledge of and effectively communicate park information, policies, and procedures with staff, contractors, facility renters, and guests.
- Identify maintenance and safety concerns. Submit work orders, perform minor maintenance and custodial tasks. Set up and move equipment for rentals.
- Serve as a contact/lead for on-site emergencies, accidents, injuries and incidents.
- Follow park procedures and reporting guidelines. Must maintain First Aid, CPR, AED certification, administer as needed.
- Operate Carousel adhering to federal government regulated tasks such as monitoring safety compliance, operation manual, daily checklists, logs and safety inspections. Train and monitor staff to operate the carousel.
- Oversee balloon operations including line management, customer expectations, and pilot communication.
- Collect fees, reconcile and report daily receipts, make daily deposits, and provide financial reports as needed.
- Assist with coordinating, monitoring and providing support for meetings, film shoots, employee events, ceremonies, picnics, and receptions.
- Support Contract and Farm Classes with registrations, rosters, and reporting.
- Work effectively in a team environment and interface with management, staff, volunteers, contractors, participants, and community groups.
- Assist in hiring, recruiting and supervising part-time staff and volunteers. Prepare schedules, monitor work and provide leadership to program staff and volunteers.
- Perform a variety of administrative duties such as research, compiling statistics, preparing reports, inputting data, and maintaining records. Utilize word processing, spreadsheet, database and calendaring applications.

### Best Fit:

- Excellent customer service and communication skills. Ability to respond to potentially intense, sensitive emergency situations in a rational and decisive manner, using tact, self-restraint, and good judgment.

### Minimum Qualifications:

- Two years college level work in recreation, facility management, or related field; three years of experience, or any combination that provides equivalent knowledge, skills, and abilities.
- Ability to complete and maintain balloon and carousel operator, cash handling, CPR/AED and First Aid training. Apply rules and regulations according to Department of Occupational Safety and Health.
- 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.
- Must possess a valid California Driver's License.

For more information and to apply by August 11, 2025, scan the QR code with your smartphone, or visit:

**[cityofirvine.org/jobs](http://cityofirvine.org/jobs)**

