



# CITY OF IRVINE IS HIRING!

## Community Services Senior Leader

Child Services and Recreation Programs -

Turtle Rock Community Park

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

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

*The City of Irvine seeks an experienced individual to coordinate child services and recreation programs, support facility operations, and provide leadership to part-time staff at Turtle Rock Community Park.*

**Hours:** 30-32 hours per week. Shifts are typically scheduled weekdays 8 a.m.-6 p.m., evenings, and weekends.

### Your Impact:

- Act as a program lead for the implementation and coordination of child services, camps, recreation programs, and daily program responsibilities.
- Teach and lead various school-age youth recreation and afterschool programs including sports, games, drama, science, and tutoring/homework assistance.
- Lead and coordinate the Leaders in Training volunteer program including orientation, scheduling, daily assignments, trainings, end of the year recognition and the reporting of volunteer hours.
- Assist in hiring and supervising park and field staff, volunteers and instructors by coordinating assignments, establishing timelines, and providing guidance. Coordinate training and scheduling.
- Develop and maintain positive working relationships with staff, program participants, facility reservations users, contract instructors and community members.
- Assist with the daily oversight of assigned facilities including staff supervision, contract classes, facility reservations, special events, and athletic programs.
- Understand and enforce City, Department and section policies and procedures; resolve disputes that arise in the parks and facilities.
- Perform a variety of administrative duties such as compiling statistics, preparing reports, inputting data, maintaining records, monitoring equipment use, collecting fees and making deposits.

### Best Fit:

- Excellent customer service skills 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 or university level work in Education, Recreation or related field; three years of applicable experience, or any combination that provides equivalent knowledge, skills, and abilities.
- Current CA Driver's License required and the ability to transport after-school participants from local elementary schools.
- Ability to push, pull, drag, lift, or carry equipment/supplies (weighing up to 50 lbs.), and ability to lean, stoop, twist, and bend in the performance of job duties.



For more information, and to apply by 5 PM on August 20, scan the QR code with your smartphone, or visit:

***cityofirvine.org/jobs***

