



CITY OF IRVINE IS HIRING!

Community Services Senior Leader High School Youth Outreach

Extended Part-time: 30-32 hours per week
\$23.28 - \$30.56 per hour

The City of Irvine seeks an enthusiastic individual with demonstrated leadership experience to coordinate and implement teen activities and programs, train staff and volunteers, and collaborate with school faculty in outreach activities addressing drug prevention and mental health.

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

Your Impact:

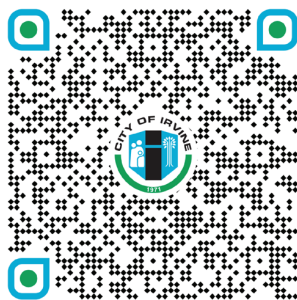
- Coordinate and lead teen activities, services, special events, speakers, volunteer projects, classes, and prevention campaigns on teen-related issues, and seasonal volunteer camps.
- Coordinate volunteer projects and program outreach.
- Attend weekly staff meetings and High School Youth Outreach events.
- Access the needs of Irvine teens by actively soliciting their input, talents, and ideas.
- Plan and implement programs, activities and campaigns focusing on mental health, drug prevention, leadership, socio-recreational, and character development.
- Lead lunchtime activities and meetings on school campuses.
- Assist with coordinating student outreach. Reply to inquiries about programs and volunteer opportunities.
- Perform a variety of tasks, including program and event registration, data entry, receipts processing, donation collection, filing, record-keeping, and preparing materials for club meetings and programs.
- Create program marketing materials and resources. Track and maintain program data to ensure program effectiveness and monitor outcomes.
- Transport participants in City passenger vans to volunteer projects, college tours, and excursions.
- Lead, train, schedule, and evaluate part-time staff and volunteers; coordinate daily responsibilities.
- Develop and maintain positive relationships with staff, participants, parents, and school personnel.

Minimum Qualifications:

- Two years college or university level work in Education, Recreation or related field **and** three years of applicable experience, or any combination that provides equivalent knowledge, skills, and abilities.
- Must be at least 21 years or older and possess a current California driver's license to operate City vans.
- 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.

Best Fit:

- Ability to understand the concerns and issues affecting youth and teens.
- Ability to interact with and respond effectively to students, parents, City, and school district staff.



For more information, and to apply by 5 PM on October 7, scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

