



# CITY OF IRVINE IS HIRING!

## Community Services Leader III

Older Adult Services

**\$22.09 - \$29.02 per hour**

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

*The City of Irvine's Disability Services section offers monthly recreational activities and provides temporary 1:1 accommodations for persons with disabilities. This is an excellent opportunity for an individual who wants flexible extended part-time hours and the chance to enrich the lives of people with disabilities. **This position is Extended Part-time with a schedule requirement of up to 32 hours per week, night and weekend availability required.***

### Your Impact:

- Provide on deck, one on one, support for participants with their instructor in Angelfish and Guppies Aquatics lessons at the pool.
- Assist with support and coordination of the City's disability services special events and programs, ensuring safety of participants of activities and special events such as recreation classes, yoga, adaptive dance, bowling, dances, movies, and excursions.
- Greet, direct, and assist participants and families, and facilitate volunteer efforts.
- Process registrations and payments for activities and events.
- Input and track information using the City's computerized system, online work schedule, and email correspondence.

### Minimum Qualifications:

- Two years of college or university level coursework with an emphasis in Special Education, Human Services, Community Services, Social Ecology, or a related field and two years experience as a Community Services Leader, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Experience and knowledge of Microsoft Office programs.
- Excellent customer service, communication skills, patience, and understanding.
- Prior to employment, applicants must possess a valid California Driver's License and proof of current negative Tuberculin test, within the past year.
- A standard First Aid and CPR certificate is required within three months of employment.



For more information, and to apply by **October 16 at 5PM**, scan the QR code with your smartphone, or visit:

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

