



CITY OF IRVINE IS HIRING!

Community Services Leader II

Older Adult Services

\$21.02 - 24.45 per hour

Part-time: Up to 19 hours per week

The City of Irvine seeks a courteous and energetic individual to assist with the preparation of facilities for recreation programs and special events at the Trabuco, Lakeview, and Rancho Senior Centers. One part-time vacancy exists with morning and afternoon schedule requirements of up to 19 hours per week. Future part-time vacancies may be filled through this recruitment.

Your Impact:

- Assist in preparing facilities and amenities for patron use, drop-in clientele, recreation programs, special events, private use reservations including weddings, receptions, banquets and meetings.
- Assist with the set-up and breakdown of rooms, equipment and audio/visual equipment, walk throughs, and customer service.
- Maintain facility and equipment. Routine equipment maintenance may be required.
- Provide courteous assistance to various facility patrons, the public, City of Irvine staff, and Supervisors.
- Prepare logs and reports related to facility use, recreation, and outreach programs.
- Assist with reception desk support, special events, and on-going programs.
- Respond to patrons' needs for assistance or information in a sensitive and enthusiastic manner
- **HOURS:** Up to 19 hours per week with varying morning, afternoon, evening, and weekend shifts available.

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.

Minimum Qualifications:

- Completion of high school and two years of college experience preferred, and one year of recreation programming or facility maintenance experience preferred, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Ability to push, pull, drag, lift, lean, stoop, twist, bend and/or carry equipment/supplies (weighing up to 50 lbs.), in the performance of job duties.



For more information, and to apply by **October 29 at 5PM**, scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

