

CITY OF IRVINE IS HIRING!

Community Services Leaders II and III - Athletic Facility and Field Operations

Community Services Leader II: \$21.02 - \$24.45 per hour

Community Services Leader III: \$22.09 - \$29.02 per hour

Hours: Part-time up to 19 hours per week

The City of Irvine seeks motivated, customer-service oriented individuals with athletics experience to oversee facility and field operations, and lead programs and special events at various athletic facilities.

Multiple positions exist.

Your Impact:

- Support and assist with daily oversight of various athletic fields and facilities.
- Supervise and prepare facilities and amenities for use, drop-in clientele, special events, sports tournaments, and sports and recreation programs.
- Perform athletics ground crew duties including preparations for baseball, softball, and soccer.
- Provide high-level customer service and effectively communicate with visitors and facility users.
- Act as the liaison for facility reservations including maintenance of contracts and forms, coordination of staff coverage, room set-up, walk-throughs, and customer service.
- Develop and maintain positive working relationships with supervisors, staff, participants, community members, school personnel, and sports officials. Resolve disputes and conflicts that arise in parks and facilities.
- Complete minor maintenance of facilities, restrooms, fields, and equipment.
- Prepare paperwork, daily logs, program-related forms, and incident/accident reports.
- May use personal vehicle for travel between sites. Requires valid CA driver license and clean DMV record.

Best Fit:

- Knowledge and experience relating to these sports: tennis, baseball, basketball, soccer, and/or volleyball.
- Strong customer service and communication skills.

Minimum Qualifications:

- Must be at least 18 years old.
- Leader II: Some college coursework in Recreation, Kinesiology, or related field, and one year of related experience.
- Leader III: Two years of college coursework in Recreation, Kinesiology, or related field, and two years of experience
- Any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- 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.

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

cityofirvine.org/jobs

