

# CITY OF IRVINE IS HIRING!

## Part-time Community Services Leader III

### Facility Operations - Quail Hill and Los Olivos

Part-time: Up to 19 hours per week  
\$22.09 - \$29.02 per hour

**Do you have the desire to make a meaningful impact in a vibrant and diverse community? Join a collaborative workforce committed to serving the City of Irvine.** The City of Irvine seeks an organized and customer-focused individual to assist with the coordination of facility operations at Quail Hill and Los Olivos Community Parks.

#### Your Impact:

- Assist in supervising facility operations and reservations including scheduling, record-keeping, room set-ups, walk-throughs, and customer service. Maintain facilities and equipment.
- Act as the liaison for facility reservations including maintenance of contracts and forms.
- Provide staff and customer support by using CivicRec reports, including registering participants, preparing class rosters, batching payments, and preparing deposits.
- Monitor and evaluate classes including enrollment, activities, changes, and associated details.
- Process and account for contract instructor payments; complete logs and records pertinent to operations.
- Assist with hiring, training, scheduling, and evaluating part-time staff and volunteers. Coordinate daily program responsibilities and projects.
- Develop and maintain positive working relationships with staff, program participants, school personnel, contract instructors, sports officials, and community members.
- Assist with the development and maintenance of program marketing materials and resources. Research, prepare, and disseminate necessary reports, publicity, and statistical data.
- Support and lead youth recreation programs as needed.

#### Minimum Qualifications:

- Two years of college coursework in Recreation or a related field and two years of experience as a Community Services Leader, or 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.

#### Best Fit:

- Exceptional communication and decision-making skills to create positive relationships with program participants, school personnel, staff, contract instructors, and community members.

For more information and to apply by November 27, 2025 at 5 PM, scan the QR code with your smartphone, or visit:

***cityofirvine.org/jobs***

