



CITY OF IRVINE IS HIRING!

Community Services Senior Leader Middle School Programs

\$23.28-\$30.56 per hour

Part-time: up to 30 hours per week

The City of Irvine seeks an individual with demonstrated leadership, character development, sports, and recreation experience to assist with planning and coordinating virtual and after school programs designed for middle school-aged youth.

Hours: up to 30 per week; typical schedule is weekdays, 11 a.m.-5 p.m.

Your Impact:

- Develop and implement various community service projects, recreation, athletic, and social emotional programs for middle school-aged youth.
- Plan and implement programs, activities, and campaigns focusing on prevention, leadership, developmental assets, decision-making, and character development.
- Assist with Middle School Program (MSP) planning, development, marketing, and student outreach.
- Conduct recruitment activities on middle school campuses and register students for a variety of MSP activities, events, and programs.
- Create and distribute program marketing materials and resources. Track and maintain program data to ensure program effectiveness and monitor outcomes.
- Serve as program instructor, sports coach and/or officiate, and activity facilitator.
- Provide after school transportation in City vans. Must meet City standards and pass test for driving participants.
- Provide information and assistance to participating teens. Develop and maintain positive working relationships with staff, program participants, parents, and school personnel.

Best Fit:

- Ability to understand the concerns and issues affecting teens.
- Experience working with teens and planning/implementing developmentally appropriate activities.
- Experience speaking and presenting in front of large and small groups.

Minimum Qualifications:

- Completion of two years of college or university level work in Recreation, Education, Social Ecology, or related field and three years of related work experience 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.
- Must be at least 21 years or older and possess a valid California driver's license to operate City vans.

For more information and to apply by 5 p.m. on December 31, scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

