

CITY OF IRVINE IS HIRING!

Community Services Leader III Child Services, Youth Programs, Athletics, Community Centers, and Facility Operations

Part-time: Up to 30 hours per week

The City of Irvine seeks motivated and customer service-oriented individuals to assist with recreation programs, facility operations, and athletic field and facility preparation at various community parks.

C.S. Leader III: \$22.09 - \$29.02 hourly

Multiple positions available.

Flexible hours with shifts scheduled during core hours:
Weekdays, 8 a.m.-10 p.m., and weekends, 7 a.m.-10 p.m.

Your Impact:

- Assist with youth programs, after school activities, and seasonal camps at various community parks.
- Assist in preparing community centers and athletic facilities for use; room set-ups, athletic field prep, walk-throughs, and customer service.
- Assist with the implementation of programs and events for residents of all ages, interests, and cultural backgrounds.
- Develop and maintain positive working relationships with supervisors, staff, participants, community members, school personnel, and sports officials.
- May resolve disputes and conflicts that occur in parks and facilities.
- Complete minor maintenance of facilities, restrooms, fields, and equipment. May perform field preparations.
- Prepare paperwork, daily logs, program-related forms, and incident reports.
- May use personal vehicle for travel between sites. Requires valid CA driver's license and clean DMV record.

Best Fit:

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

Minimum Qualifications:

- Must be at least 18 years old.
- 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.
- **CSL III:** Two years college or university level work in Recreation, Kinesiology, or related field and two years of experience as a Community Services Leader.
- Any combination of education and experience that provides equivalent knowledge, skills, and abilities.



For more information, and to apply by January 12,
scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

