



CITY OF IRVINE IS HIRING!

Community Services Leader III

Older Adult Services

\$22.09 - \$29.02 per hour

Part-time: Up to 32 hours per week

The City of Irvine is seeking a motivated individual with strong customer service skills and an interest in coordinating volunteer opportunities for the community, as well as providing operational support at the Lakeview Senior Center. This position is Part-time with a schedule requirement of up to 32 hours per week, night and weekend availability required.

Your Impact:

- Assist with volunteer onboarding documentation.
- Respond to volunteer inquiries.
- Support the supervision of volunteers, including training, scheduling, and communicating daily program responsibilities.
- Contribute to marketing efforts by restocking materials, updating web pages, distributing information to the community, and supporting outreach at booth events.
- Assist in collecting and analyzing data from the annual volunteer Satisfaction Survey.
- Serve as the lead for the Volgistics volunteer management software.

Best Fit:

- Experience with volunteers or older adult programming is preferred.
- Positive attitude, self motivator, willing to learn, and ability to work without immediate supervision.
- Ability to demonstrate good judgment in interpreting established policies, procedures, and guidelines.

Minimum Qualifications:

- Two years of college level work and two years of relevant experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Ability to communicate clearly and concisely verbally and in writing, and establish and maintain effective working relationships with those encountered during the course of work.
- Moderate computer skills needed for email, reports, and database input.
- Ability to push, pull, drag, lift, or carry equipment/supplies (weighing up to 50 lbs.) and ability to lean, stoop, twist, and bend in the performance of job duties.

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

cityofirvine.org/jobs

