

CITY OF IRVINE WALK-IN INTERVIEWS

Community Services Leaders II and III

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

Part-time: Up to 19 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 Cypress and Portola Community Parks.

C.S. Leader II: \$21.02 - \$24.45 hourly

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

Walk-In Details

Friday, March 27 - 9:00 a.m. to 1:00 p.m.

Saturday, March 28 - 9:00 a.m. to 1:00 p.m.

Location

Portola Springs Community Center - 900 Tomato
Springs, Irvine, CA 92618

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.
- 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 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 II:** Some college and one year of related work experience.
- **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, scan the QR code
with your smartphone, or visit:

cityofirvine.org/jobs

