



CITY OF IRVINE IS HIRING!

Community Services Leader III - Great Park Visitor Center, Reservations, and Operations

\$22.09 - \$29.02 per hour

Part-time: Up to 19 hours per week

The City of Irvine seeks customer-focused individuals to support the Great Park Visitor Center, Reservations, and Operations

Hours: Schedule will include Monday - Sunday during hours of operation, 8 a.m - 10 p.m.

Your Impact:

- Provide a high level of customer service and effectively communicate with park visitors, City staff, contractors, vendors, facility renters in person, through email, radio, in writing, and over the phone.
- Assist with facility preparation, monitoring, safety, and cleanliness for daily carousel operations, activities, and events. Perform minor maintenance and custodial tasks as needed.
- Operate carousel adhering to federal government regulated tasks such as monitoring safety compliance, operation manual, daily checklists, safety log, and scheduled/unscheduled inspections.
- Communicate and enforce rules and regulations to guests in a clear concise manner, visually monitor participant safety and welfare at all times. Install portable wheelchair access ramp and assist guests.
- Follow park procedures and reporting guidelines for emergencies, accidents, injuries, and incidents. Administer First Aid, CPR and AED support, as needed. Communicate incidents with management.
- Perform a variety of general administrative and data entry tasks. Utilize Microsoft Office and other software applications. Perform basic math calculations related to Balloon and Carousel ridership.
- Provide on-site supervision, room set up, clean up, and assistance for Great Park reservations.
- Prepare facilities and equipment prior to meetings and events.

Best Fit:

- Excellent customer service skills and the ability to establish and maintain effective relationships with those encountered during the course of work.
- Demonstrated good judgment in interpreting established policies, procedures, and guidelines.

Minimum Qualifications:

- Two years college level work in recreation, facility management, or related field; two years of experience, or any combination that provides equivalent knowledge, skills, and abilities.
- Ability to complete and maintain carousel operator, cash handling, CPR/AED and First Aid training. Apply rules and regulations according to Department of Occupational Safety and Health.
- 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.



For more information, and to apply by April 13 at 5 p.m., scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

