

CITY OF IRVINE IS HIRING!

Community Services Senior Leader Older Adult Services

Community Services Senior Leader: \$23.28-\$30.56 per hour

Hours: Part-time up to 32 hours per week

The City of Irvine seeks a professional, organized, and customer-focused individual to support facility operations and reservations at Trabuco Center, Lakeview and Rancho Senior Centers, and Mike Ward Community Park. This position plays a key role in ensuring facility readiness, coordinating logistics, supporting staff teams, and providing exceptional customer service to patrons, applicants, vendors, and community partners.

Your Impact:

- Coordinate and oversee facility preparation and operational support for recreation programs, special events, meetings, and private rentals.
- Conduct site walkthroughs with applicants and clients to review facility spaces, event logistics, applicable policies, and operational requirements.
- Assist with the recruitment and training of part-time Community Services Leaders; schedule, assign, and monitor work activities; provide direct, in-person supervision; and contribute to staff performance evaluations.
- Enforce rules, regulations, and safety protocols to ensure the health, safety, and overall well-being of participants.
- Support behind-the-scenes administrative operations to ensure staff teams have the supplies, equipment, and resources needed for daily operations and events.
- Prepare and maintain facility usage logs, operational reports, records, and program-related documentation.
- Provide information and customer service on a wide variety of Department programs, facilities, policies and procedures to program participants, facility use patrons, and the public.
- May mediate and resolve conflict or complaints in order to address customer needs.

Best Fit:

- Enjoys working in a fast paced team environment focused around programs for older adults.

Minimum Qualifications:

- Two years of college or university level work (coursework in Recreation, Social Ecology, Education or a related field preferred) and three years of experience as a Community Services Leader or within specialized program area, 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.
- Experience and knowledge of Microsoft Office programs.
- Excellent customer service, communication skills, patience and understanding.
- 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 May 19 at 5PM, scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

