COMMUNITY SERVICES LEADER I & II
Recreation Programs, Child Services, and Physical Fitness Programs
Seasonal* and Year-Round Positions are Available!!
Part-time: Up to 19 hours per week
Leader I: $13.00 - $15.36 per hour / Leader II: $14.63 - $17.29 per hour

The City of Irvine seeks enthusiastic individuals with recreation and athletics knowledge to assist with recreation, child services, physical fitness, and athletic programs. This is a great position for candidates who thrive in a fast-paced environment and enjoy working with youth. Part-time, flexible schedules available; up to 19 hours a week with shifts scheduled weekdays 8 a.m.-6 p.m., evenings and/or weekends.

Your Impact
- Assist with the implementation of recreation, child services, and physical fitness programs, including sports, games, drama, science, tutoring/homework assistance, camps, and special events for residents of all ages, interests, and cultural backgrounds.
- Assist in preparing facilities for use: room set-ups, athletic field prep, walk-throughs and customer service.
- Perform athletics ground crew duties including preparations for baseball, softball, and soccer.
- Develop and maintain positive working relationships with supervisors, staff, program participants, school personnel, contract instructors, sports officials, and community members.
- Complete minor maintenance of facilities, restrooms, fields, and equipment.
- Prepare paperwork, daily logs, program-related forms, and reports.
- May use personal vehicle for travel between sites. Requires valid CA driver license and clean DMV record.

Minimum Qualifications
- Community Services Leader I: Completion of high school and one year of related experience.
- Community Services Leader II: Two years college or university level work in Recreation, Education, Kinesiology, or related field, and one year of related experience.
- Any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must be at least 18 years old.

Best Fit
- Experience working with school-aged children in a recreation setting.
- Basic knowledge of rules for these sports: softball, baseball, basketball, soccer and/or volleyball.
- 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.

*Employees in seasonal assignments work as needed during seasonal periods and will not receive an annual performance appraisal.