APPLY NOW!

COMMUNITY SERVICES LEADER III

Disability Services
Part-time: 19 hours per week
$17.27 - $22.69 per hour

The Position:

The City of Irvine's Disability Services section offers monthly recreational activities and provides temporary 1:1 accommodations for persons with disabilities. This is an excellent opportunity for an individual who wants flexible part-time hours and the chance to enrich the lives of people with disabilities. **These positions are Part-time with a varied schedule, based on program needs.**

Essential Duties and Responsibilities; other duties may be required and assigned:

- Provide 1:1 inclusion support for participants of the City's Community Services programs, camps and events.
- Assist with support and coordination of the City's disability services special events, and programs, ensuring safety of participants of activities and special events such as recreation classes, yoga, adaptive dance, bowling, dances, movies and excursions.
- Greet, direct and assist participants and families, and facilitate volunteer efforts.
- Process registrations and payments for activities and events.
- Input and track information using the City's computerized system, online work schedule and email correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions:

- Two years of college or university level coursework with an emphasis in Special Education, Human Services, Community Services, Social Ecology or a related field and two years experience as a Community Services Leader, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Experience and knowledge of Microsoft Office programs.
- Excellent customer service, communication skills, patience and understanding.
- Prior to employment, applicants must possess a valid California Driver's License and proof of current negative Tuberculin test, within the past year.
- A standard First Aid and CPR certificate is required within three months of employment.

Are you interested in this job opportunity?
Apply Online: *cityofirvine.org/jobs*