COMMUNITY SERVICES COORDINATOR

DEFINITION

Under supervision to oversee and participate in a variety of recreation, community service and/or human service programs and/or activities such as preschool, childcare, senior citizens, special events, sports, youth-at-risk, after-school recreation, aquatics, and administration at various recreation centers, including parks, playgrounds, athletic courts or fields; and to perform related work as required.

EXAMPLES OF DUTIES

Oversees and participates in the recreation, community service and/or human service programs of one or more assigned areas such as preschool, childcare, senior citizens, special events, sports, youth-at-risk, after-school recreation, or administration; tailors programs and activities to current and potential participants; refers individuals to other governmental programs and services; schedules facility usage; assists in facility and equipment rentals; collects monies; assists in public relations efforts, publicizes special events, activities, and programs; maintains contact with community groups and organizations; prepares lesson plans and program plans; provides instruction on a variety of subjects, arts and crafts, music, sports, and other program activities; prepares a variety of reports and maintains records including requisitions and inventories; provides budget information; oversees hourly and volunteer staff; provides information to the public on policies, procedures and programs; seeks compliance to safety and department policies; may drive a light truck or other city vehicle.

SPECIAL REQUIREMENT

Possession of an appropriate California Drivers License.

Basic first aid and CPR certification may be required within three months of appointment.

Some positions may require water safety certification.

COMMUNITY SERVICES COORDINATOR

EMPLOYMENT STANDARDS

Knowledge of:

- Basic practices and techniques of planned recreation and community service activities.
- Major sports and other recreational activities suitable for children, juveniles and adults.
- Basic theory and philosophy of educational programs and its application to individual and group behavior.
- Special event equipment, operation, and set-up.
- Standard Department policies and procedures.
- Modern office methods, procedures and equipment including computers.
- Community service agencies, organizations, programs, and activities.
- Safe work practices.

and

Ability to:

- Oversee and participate in recreational and community service programs.
- Oversee the work of hourly and volunteer staff.
- Organize and conduct assigned programs and activities.
- Prepare lesson plans and program plans.
- Enforce department regulations, policies, and procedures.
- Perform a variety of office support functions.
- Use a computer and other standard office equipment.
- Operate light trucks, vans and maintenance equipment.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Prepare and maintain accurate records and reports.
- Maintain good public relations with people contacted during work assignment.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

COMMUNITY SERVICES COORDINATOR

EMPLOYMENT STANDARDS - (cont.)

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Education: Two years of college course work from an accredited college or university in recreation, social services, physical education, health and human services, early childhood education, public administration, or closely related field is desirable.

Work Background: Two years of work experience in the provision of recreation, childcare, community service and/or human service programs.

August 1992 September 1993 December 1994 November 2000 (Res. #00-138)