City of Montebello

E M P L O Y M E N T O P P O R T U N I T Y

1600 West Beverly Boulevard
Montebello, California 90640
Job Line (323) 887-1380

POLICE YOUTH PROGRAM COORDINATOR

(PART TIME/ AT-WILL POSITION – UP TO 19 HOURS PER WEEK)

FILING DEADLINE: **Thursday, May 09, 2013 by 5:30 p.m. –** A completed City application must be returned to the Human Resources Department at City Hall, 1600 W. Beverly Boulevard, Montebello, CA 90640. Facsimiles are not accepted.

SALARY RANGE: **$15.75 - $20.15/hour**

THE POSITION

Under supervision the Police Youth Program Coordinator will oversee and participate in the recreation, community service and/or human service programs of one or more assigned areas such as, special events, sports, youth-at-risk, after-school recreation, or administration; tailor programs and activities to current and potential participants; refer individuals to other governmental programs and services; schedule facility usage; assist in facility and equipment rentals; collect monies; assist in public relations efforts, publicize special events, activities, and programs; maintain contact with community groups and organizations; prepare lesson plans and program plans; provide instruction on a variety of subjects, arts and crafts, music, sports, and other program activities; prepare a variety of reports and maintains records including requisitions and inventories; provide budget information; oversee hourly and volunteer staff; provide information to the public on policies, procedures and programs; seek compliance to safety and department policies; may drive a city vehicle; **and may be required to work weekends, evenings and/or holidays.**

SPECIAL REQUIREMENTS: Possession of an appropriate California Drivers License; basic first aid and CPR certification may be required within three months of appointment; and, some positions may require water safety certification.

EMPLOYMENT STANDARDS

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

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.

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.

NOTE: The City has implemented a direct deposit system for payroll. All new employees are required to have a qualified bank/credit union savings or checking account, which will accept the automatic deposit.

M/F/D The City of Montebello is an equal opportunity employer and does not discriminate on the basis of disability. Individuals with disabilities that require accommodation in the application or testing process, may be required to provide the Employee Relations Department, **no later than the filing date,** with documentation regarding the need for accommodation.

EMPLOYMENT WITH THE CITY OF MONTEBELLO OFFERS:

SECURITY OPPORTUNITY FOR PROMOTION A GOOD PLACE TO WORK

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