

COMMUNITY SERVICES COORDINATOR

Job Summary:

Under general supervision of the Recreation Program Manager, performs specialized professional work in community services recreation.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Plans, organizes, coordinates, and oversees recreational and developmental activities in special interest areas; registers participants for special interest classes.
2. Assist with the planning, coordinating, implementing and evaluating of fine arts special events.
3. Reports on public response to existing programs, including information regarding attendance, schedules, expenditures, and utilization of supplies and equipment.
4. Recommends new special interest programs.
5. Enforces rules and regulations to ensure the safety and welfare of participants.
6. Collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
7. Assists in budget preparation and monitors budget expenditures in specified areas.
8. Develops and maintains contracts with special interest instructors.
9. Drafts and disseminates promotional materials, correspondence, and reports.
10. Organizes and coordinates the efforts of assigned staff and volunteers.
11. Attends a variety of related meetings.
12. Provides information to and consults with the public.
13. Performs related duties as required.

Qualification Guidelines

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience

Associate's degree in recreation, art or related field and two (2) years of full-time, paid experience in recreation or related field. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Special interest recreational activities and fine arts.
- Methods and techniques of developing and organizing group recreational and developmental activities.
- Rules, practices, and equipment used in specialized recreational activities.
- Basic budgeting principles and practices.
- Training and supervision principles.
- Programs' goals and objectives.
- Program organization and development techniques.
- City organization, operations, policies, and objectives.
- General recordkeeping practices.
- Basic purchasing practices.

- Office practices and procedures.
- Applicable laws, codes, regulations, policies, and procedures.
- Community resources, needs, and limitations.
- Program operations, policies, rules, and regulations.
- Interpersonal skills, using tact, patience, and courtesy.
- Cash payment receipt procedures.

Skill and/or Ability to:

- Implement specialized recreational activities and evaluate community needs.
- Develop promotional strategies, techniques, and materials used in attracting clients.
- Establish and maintain effective working relationship with others.
- Apply first aid and CPR, including children.
- Operate computers and related software.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing.
- Maintain accurate records and prepare clear and concise reports.

License and Certificates:

Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record. Possession of valid Red Cross Standard Certificate in Child Care First Aid and child CPR required at the time of application.

Physical Requirements and Working Conditions:

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.
- Require the ability to stand and/or walk for long periods or distance
- Is subject to inside and outside environmental conditions.
- May be required to work evenings and/or weekends.