

## **COMMUNITY SERVICES COORDINATOR I**

**DEFINITION:** Under general direction of a Community Services Supervisor, performs a variety of duties related to the coordination and development of recreational, cultural art and community programs such as after school activities, adult and youth sports, special events, contract classes, child care programs and senior services. The Community Services Coordinator I has the day to day responsibility to plan, prioritize, assign, supervise and review the work of staff and volunteers in assigned program areas.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Assist in the planning and coordination of recreation, community service and cultural art activities including excursions, special events, facility usage, senior activities, sports programs, youth and teen programs, and registration on a city-wide basis.
- Assist in the recommendation and implementation of goals and objectives; implement policies and procedures.
- Evaluate operation and activities in assigned program areas; recommend improvements and modifications; prepare various reports on operations and activities.
- Ensure that the assigned program is in compliance with laws, rules and regulations related to provision of recreation services.
- Assist in the selection of staff; participate in the training of staff and volunteers; work with employees to correct deficiencies; implement discipline procedures.
- Assist in budget preparation and administration in assigned program area(s), prepare cost estimates for budget recommendations, monitor and control expenditures and develop alternative funding sources.
- Recommend and implement new creative programs based on new developments in the recreation field.
- Be on site during operation hours and delegate responsibility when present.
- Prepare program and event publicity, including news releases, flyers, pamphlets, and brochures.
- Maintain records and prepare related reports; review process and approve contractual and staff payroll; maintain records for registration and fees collected.
- Establish and maintain an inventory of supplies and equipment for assigned areas of responsibility; order supplies; maintain equipment in safe working conditions.
- Act as a liaison between the Department and the public sector; answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Communicate clearly and concisely, both orally and in writing.
- Must perform any other tasks deemed necessary to the daily operation of the employer.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

**EXPERIENCE AND TRAINING GUIDELINES:** A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- The basic principles and practices of recreation administration.
- Principles and procedures of record keeping and reporting.
- The basic principles and practices of promotion and advertising.
- Recreational, cultural and social needs of the community.
- Current budgeting procedures and techniques.
- Principles of supervision, training and performance evaluation.
- Modern office procedures, methods and computer equipment.
- The coordination and organization of recreation programs.

**EXPERIENCE:** Two years of experience in organized recreation, cultural arts or community programs.

**EDUCATION:** Completion of the 12<sup>th</sup> grade or GED supplemented by college level coursework in recreation, public administration, early childhood development, education or a closely related field. An Associate of Arts Degree is preferred.

**LICENSE/CERTIFICATIONS:** Possession of, or ability to obtain, a valid Class "C" California driver's license. Possession of, or ability to obtain, CPR and basic first aid certifications.