CITY OF EL CERRITO

COMMUNITY SERVICES COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Plans, organizes, directs and coordinates a variety of Community Services programs, which may include state-licensed school-age child care sites and programs for pre-school and school-age children, aquatics programs, senior center sites and programs for active and frail seniors, the rental of community facilities, instructional classes and various recreational projects summer programs, and City-wide special events on a year-around basis for participants of all ages.

DISTINGUISHING CHARACTERISTICS

This is an experienced community services (recreation) class, with program development and administrative responsibilities in addition to providing direct program services on a day-to-day basis. Specific responsibilities may vary, depending upon the site, program or project to which assigned at a specific period of time; however, all assignments require a knowledge of the provision of recreation and community services to a variety of age groups, the ability to organize and oversee the work of others, a strong customer-service orientation and the skill to relate to a variety of individuals, families and groups from various socio-economic backgrounds.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Program Supervisor; provides direct and indirect supervision to full- and part-time staff, contract instructors and volunteers providing site, program and project assistance.

ESSENTIAL FUNCTION STATEMENTS:

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Plan, organize, direct and coordinates a variety of Community Services programs and activities, such as state-licensed school-age child care centers, senior service sites, the rental of City facilities for private functions, summer day camps, athletic programs, specialized arts programs, and a variety of special and fund-raising events.

Plan, organize, assign, direct and review the work of assigned staff and volunteers; provide input into recruitment, selection, evaluation and disciplinary actions; ensure the most effective use of staff and materials resources; train staff in work procedures; and facilitate regular staff meetings.

Oversee the facilities and activities at a specific child care or senior services site; ensure that the site is maintained in a clean, safe, orderly and secure condition.

Ensure that programs are in compliance with applicable State regulations.

Assist in planning department-wide and program-specific services, guidelines, publicity and activities; evaluate program effectiveness and suggest improvements.

Essential Functions: (continued)

Provide input into the annual departmental budget and ensure that services are provided within allotted budget figures; receive and account for money received at the program site.

Lead and direct a variety of activities such as games, arts, crafts, drama, music, health, science, nature, lifeskills, culinary, reading, sports, food service and other indoor and outdoor activities; plan and implement organized field trips and outings.

Maintain communication and effective relationships with family members of children, seniors and other program participants.

May work with children who are behavioral or disciplinary problems and their parents or guardians; attempt to maintain them in the program without disrupting activities or posing a threat to the well being of other children.

Handle medical emergencies and injuries; provide first aid and/or adult and child cardiopulmonary resuscitation; contact police, fire and emergency medical services as required.

Coordinate the rental of City facilities for various public and private functions; maintain a facility schedule; explain requirements and guidelines for rentals; receive and process necessary forms and fees; ensure that facilities, fixtures, equipment and staff are available as necessary for events.

Assist in planning and implementing, and participate in a variety of special and fund-raising events.

Work closely with representatives of other public and private organizations, including educational and community groups; respond to and resolves inquiries and concerns from participants, family members and the public.

Maintain accurate records and prepare a variety of periodic and special reports regarding program and event activities, including registrations and fees received.

Set up and use a variety of recreation, cleaning, food service and other equipment related to the program as well as standard office equipment, including computers; may drive a motor vehicle to transport supplies, equipment and youth in the course of the work.

Marginal Functions:

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices and service delivery needs related to the program area(s) to which assigned, which may include early childhood education, active and frail seniors activities, specialized arts programs and sports and recreation programs for youth and other ages.

Knowledge of: (continued)

Principles and practices of various recreation program development, implementation, review and evaluation.

Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review, evaluation and training.

Applicable regulations and rules related to the program area(s) to which assigned.

Standard office practices and procedures, including record keeping, business mathematics and basic computer applications related to the work.

Safety principles and practices, including first aid and adult and child cardiopulmonary resuscitation.

Techniques for effectively dealing with individuals of various ages and from various socio-economic groups.

Basic practices of budget development and administration.

Ability to:

Plan, develop, organize, direct, coordinate and evaluate a variety of community service, childcare, senior and recreation programs.

Plan, schedule, assign, direct, review and evaluate the work of staff and volunteers.

Provide effective input into recruitment, selection, evaluation and disciplinary decisions and train staff and volunteers in work procedures.

Lead and direct a variety of activities such as games, arts, crafts, drama, music, health, science, nature, reading, sports, food service and other indoor and outdoor activities.

Interpret, apply and explain policies, procedures and regulations.

Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.

Maintain facilities and equipment in a clean, safe and secure manner.

Exercise sound independent judgment within general procedural guidelines.

Maintain accurate program records and files, including those related to registration, the collection of fees and the rental of facilities.

Prepare clear and concise reports, correspondence and other written materials.

Establish and maintain effective working relationships with those contacted in the course of the work.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Equivalent to one year of full-time experience (2080 hours) in the development and implementation of community service, childcare or recreation programs. Experience in directing the work of others is desirable.

Training:

Depending upon assignment, graduation from high school or its equivalent and EITHER: fifteen (15) college-level semester units in early childhood education, child development or a related field, OR equivalent units earned toward any combination of a major in recreation or physical education, with an emphasis on activities for elementary school children; OR possession of a bachelor's degree in recreation, education or a field related to the work.

Licenses/Certificates/Other requirements

Must possess and maintain a valid California class C driver's license. For the licensed childcare assignment, must possess, or be able to obtain, within one year of employment, certification as a licensed school-age childcare site director issued by the State of California. Must possess and maintain first aid and cardiopulmonary resuscitation certifications.

PHYSICAL DEMANDS

Sitting:	Frequently to Constantly	Lifting:	
Standing:	Frequently	up to 10 lbs:	Occasionally
Walking:	Frequently to Constantly	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Occasionally	100 + lbs:	Never
Crawling:	Occasionally	Carrying:	
Climbing:	Occasionally	up to 10 lbs:	Occasionally
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Occasionally	100 + lbs:	Never

PHYSICAL DEMANDS: (continued)

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Occasionally
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never
Grasping – firm:	Frequently
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching overhead:	Frequently
Pinch grasp:	Frequently
Grasp – light:	Frequently

Coordination	-	Eye-hand:	Frequently
		Eye-hand-foot:	Frequently
		Driving:	Occasionally
Talking	-	Face-to-face:	Constantly
		Verbal contact:	Constantly
		Public:	Constantly
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Constantly
		Telephone:	Constantly
		Earplugs:	Never

MENTAL REQUIREMENTS

Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two-step instructions, Reading-simple, Writing-simple, Math skills-simple, Coordinating, Compiling, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Driving-operation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

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