

CITY OF LAKE ELSINORE

COMMUNITY SERVICES COORDINATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, develops, implements, monitors, evaluates, and supervises the day-to-day operations of a community services program; assists with the hiring, training and supervision of volunteers and part-time staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Community Services Coordinator** is the journey level class responsible for planning, overseeing and directing a variety of community services programs, including after school programs, youth and adult classes, senior activities and center, and arranging special events. This class is distinguished from the next higher classification of Recreation and Tourism Manager in that the latter has overall supervisory responsibilities for the Recreation and Tourism Division.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Recreation and Tourism Manager. Exercises direct and indirect supervision over assigned part-time staff and volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Develops, implements, monitors, evaluates, and supervises the day-to-day operations of a community services program; recommends and monitors expenditures; collects and deposits fees for various classes and programs; maintains records on fees collected; processes payments for contract instructors; purchases all supplies for programs and special events.
- Develops classes and programs as proposed by individual contract instructors; recruits contract instructors to provide classes and programs, monitors and evaluates program content; coordinates contract class schedules and room use; oversees a variety of special events, which depending on assignment may include an annual egg hunt, a carnival, dances, and more.
- Facilitate the rental of the community services facilities; handles reservations; collects deposits and fees; ensures adequate staffing levels when the facility is rented to a group not sponsored by the City.
- Responds to public inquiries about programs made by telephone, correspondence or during public meetings; promotes public awareness of available community services activities through the development of fliers, monthly newsletters, news releases, and bulletin boards.

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- Maintains records and reports on activities, attendance, supplies, and other pertinent information regarding community services programs and activities.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

If assigned to the Community Center:

- Develops program content in conjunction with part-time staff for after school programs for both elementary, middle and high school children; opens and closes the program daily; provides direction to staff; works directly with children.
- Oversees the activities of the City's preschool; keeps in direct contact with the contract instructor; works with the instructor to develop the format of the program.
- Develops a comprehensive brochure two times a year, which lists all available programs and classes for the coming months.

If assigned to the Senior Center:

- Offers counseling services to seniors; makes referrals to appropriate agencies for a variety of social services; handles emergency situations such as falls, medical conditions, etc.
- Monitors a variety of activities for grant tracking purposes; organizes fundraisers and solicits donations.
- Organizes a monthly food distribution program; coordinates weekly bread distribution through HOPE.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and documents weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Community Services Coordinator**. A typical way of obtaining the

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required qualifications is to possess the equivalent of two years of responsible experience in community services program coordination or a related field, and a bachelor's degree in recreation, administration, physical education, counseling, or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and philosophies for administering recreation programs; facilities, operations and techniques used in a comprehensive community services programs; methods and techniques of supervising volunteers, part-time and/or contractual staff; basic principles of mathematics; applicable federal, state and local laws, codes and regulations related to assigned programs; rules, regulations and policies affecting and related to community services activities and programs; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize and coordinate community services activities to suit the needs of the community's children, youth, adults, and seniors; develop, coordinate and direct multiple varied activities involved in community recreation programs; work flexible hours, including evenings; analyze assigned programs and develop and recommend appropriate responses; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations related to recreation programs; plan and lead the work of volunteers and part-time staff; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; enforce safety rules relating to assigned recreational events; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard recreation tools and equipment and operate an office computer and a variety of word processing and software applications.