

CITY OF SAN JUAN CAPISTRANO

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

To coordinate recreational programs for assigned area including: youth and adult sports leagues; human and cultural services or day camps; special events; child development, and/or facilities; to promote program activities and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Community Services Director.

May exercise functional and technical supervision over clerical, part-time and seasonal staff, and volunteers.

ESSENTIAL FUNCTION STATEMENTS . Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Coordinates a variety of recreational programs, activities and special events including youth, adult and sports leagues, human and cultural services or day camps and classes, special events, child development, and/or facilities.
2. Assists in assessing community needs in the areas of recreation, leisure and human services; assists in developing and implementing programs aligned with community needs for assigned program area.
3. Coordinates usage of athletic fields; including processing of permits and contracts.
4. Coordinates rentals for all city-owned parks and buildings. Oversees the City's Community Gardens, including rentals and maintenance of parcels.
5. Serves as staff advisor to the Youth Advisory Board. Supervises youth members at city and community events; assists in organization and implementation of Board activities/events; liaison between the Board and City staff/Council.
6. Coordinates after-school programs, including: Marco Forster After-school Program, Ballet Folklorico, Campfire USA, and Boys & Girls Club.
7. Plans and implements all phases of the Kindergarten Readiness Program; provides quality educational and child development program to prepare preschool children for kindergarten.
8. Plans and coordinates marketing efforts; prepares brochures, flyers, bulletin boards and other publicity releases.
9. Participates in recruiting, interviewing and selecting part-time staff, instructors, and volunteers; supervises and oversees staff members and volunteers; coordinates and/or provides training.

CITY OF SAN JUAN CAPISTRANO
Community Services Coordinator (Continued)

10. Participates in the preparation of assigned program budget; submits budget recommendations; monitors expenditures for assigned program.
11. Prepares requisitions for purchasing supplies and equipment related to assigned programs; establishes and maintains inventory control for specific programs.
12. Coordinates with other departments, divisions and outside agencies; makes presentations to professional groups and social and community organizations.
13. Maintains time sheets for instructors.
14. Recommends and assists in developing goals, objectives, policies and procedures.
15. Solicits sponsorships for events; follow-ups with potential supporters as appropriate.
16. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Techniques of organizing and directing recreation, leisure and human services programs.
Principles and practices of recreation and leisure services and program development.
Principles and procedures of record keeping.
Modern office procedures, methods and equipment including computers.
Marketing theories, principles and practices and their application to a wide variety of leisure services.
Pertinent Federal, State and local codes, laws and regulations.

Skill in:

Coordinating a variety of recreational programs, activities, and special events.
Instructing a variety of recreation and leisure services classes.
Integrating City-wide programs with the needs of the community.
Assisting in assessing community needs in the areas of recreation, leisure, and human services.
Eliciting community and organizational support for recreation programs.
Preparing clear and concise reports.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintain effective working relationships with those contacted in the course of work.

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:

Two years of working in community service program.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, ECE, physical education, or a related field.

CITY OF SAN JUAN CAPISTRANO
Community Services Coordinator (Continued)

License or Certificate

Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate.

Possession of, or ability to obtain, an appropriate, valid first aid certificate.

Possession of, or ability to obtain, an appropriate valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work in both indoor and outdoor recreational facilities.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.