



## CITY OF CHINO

### Community Services Coordinator

#### **Definition:**

Under direct supervision of a Community Services Supervisor, assists in the development, operation, coordination, and execution of recreation and/or social services programs; community center activities; the organization and conduct of special events and/or programs; and/or assists in the planning, implementation, and coordination of specialized mental health/juvenile justice and social services programs and services for groups or individuals; and performs related work as assigned.

#### **Class Characteristics:**

Community Services Coordinators assist their supervisor with recreation and/or social services programs and carry out assignments related to departmental operations in general. Coordinators may be assigned or rotated to any number of functional areas within the Community Services Department on an as needed basis.

#### **Essential Functions:**

##### All Assignments

- Work with community and professional groups to promote recreational and social services programs.
- Assist in the determination of personnel, equipment, and material needs for program activities.
- Assist in the planning, promotion, delivery, and evaluation of new and existing specialized programs/activities; and managing implementation of related projects.
- Prepare and process purchase of and payment for equipment, supplies, and services.
- Interview, recruit, train, coordinate, and supervise the work of part-time and seasonal City employees, independent contractors, and volunteers.
- Evaluate program attendance, participant responses and costs, and make recommendations regarding the continuance or cancellation of programs; assist in the development of new programs.
- Maintain accurate files, records, and reports.
- Assist with the preparation of budget recommendations for the allocation of personnel, equipment, and supplies for program activity areas. Monitor program budgets.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Coordinate program registration, including the collection and accounting of monies.
- Seek sponsorships for major special events and programs.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

## Community Services Coordinator

### Recreation

- Assist in planning, developing, organizing, and supervising leisure time activities for participants from preschool to advanced age groups; assist in planning the annual calendar of community and special events.
- Draft press releases, create flyers, and other promotional materials to advertise and promote recreation programs and activities; maintain inventory of program supplies and equipment; make facility reservations and safety inspections.

### Social Services

- Monitor requirements of County, State, and Federal funding sources.
- Assist in implementing and administering projects designed to prevent substance and child abuse, domestic violence, and other mental/emotional disturbances; ensure that legal restrictions and requirements are followed.
- Assist in implementing and executing counseling, case management, and educational programs.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the positions is qualifying. A typical example includes:

### All Assignments

### **Knowledge of:**

- Methods and techniques of identifying community and/or program needs.
- First aid methods and safety practices.
- Statistical analysis and report preparation.

### **Ability to:**

- Communicate clearly and concisely, both orally and in writing.
- Effectively work with people of varied demographic and socio-economic standing.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow verbal and written directions.
- Operate a computer and utilize a variety of software programs.
- Establish and maintain cooperative working relationships.
- Understand, explain, and apply policies and procedures.
- Deal constructively with conflict and develop effective resolutions.
- Lead, motivate, and train staff in work procedures.
- Plan, organize, and prioritize tasks.

## Community Services Coordinator

### Recreation

#### **Knowledge of:**

- Theories, principles, practices, and programs common to the field of recreation and leisure services.

### Social Services

#### **Knowledge of:**

- Methods and techniques of counseling and case management. Laws and regulations governing the conduct of social services programs.

#### **Education:**

- High School Diploma or G.E.D. (required).
- Completion of at least two years of college level course work from a college or university (required).
- Equivalent to a bachelor's degree from an accredited college or university with major course work in human services, senior services, recreation, public administration, or a related field (preferred).

#### **Experience:**

- Two years responsible program experience in the area of assignment, i.e., Social Services or Recreation, including some supervisory experience (desired).

#### **Licenses/Certifications:**

- Not required for this position.

#### **Training/Safety Requirements:**

- Ability to obtain first aid, AED, and CPR training within six months of employment provided by the City.
- Job specific training will be provided according to class specifications during work hours.

#### **Special Requirements:**

- Work a varying schedule (hours/days will be adjusted as needed).
- Bilingual skills (Spanish) may be required for certain assignments. The need for the ability to fluently speak/read/write in Spanish will be indicated on the job announcement.
- Possess a valid California Driver's License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

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### **Physical Profile:**

Category I – Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

### **Details:**

Department/Division: Community Services  
Reports To: Community Services Supervisor

### **Possible Career Advancement Opportunities:**

From: Community Services Coordinator  
To: Community Services Supervisor

### **Employee Unit:**

SBPEA (Professional, Technical and Clerical)/Teamsters Local Union No. 1932

Revised: 03/15/21.

Replacing Community Services Coordinator classification specification 08/13/13.