



## 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.
- Prepare and adjust staff schedules according to program needs.
- Coordinate program registration, including the collection and accounting of monies.
- Assist in the establishment of departmental goals consistent with the needs of the City.

## Community Services Coordinator

- Seek sponsorships for major special events and programs.
- Respond to inquiries and complaints; identify problem areas, and direct remedial actions to be taken; make recommendations regarding matters of general policy.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### 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 drug and child abuse, alcoholism, 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 job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

### **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).

## Community Services Coordinator

### All Assignments

#### **Working 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.

### Recreation

#### **Working knowledge of:**

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

### Social Services

#### **Working knowledge of:**

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

#### **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 California Driver 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.

## Community Services Coordinator

### **Physical Profile:**

Category I

Link to description [here](#)

### **Employee Unit:**

Depending upon assignment, SBPEA (Professional, Technical and Clerical) or Part-time/Temporary/Seasonal

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Replacing Community Services Coordinator classification specification 7/2012.

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