

HUMAN SERVICES ASSISTANT COMMUNITY SERVICES COORDINATOR

Job Summary:

Under general supervision, assisting ~~with-in~~ the performance of specialized professional work in Community Service programs, including but not limited to: Senior Recreation, Therapeutic Recreation, Early Childhood Education, Senior Services, and Stroke Center activities. The Assistant will also perform related duties as required.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, and coordinates ~~recreational~~ activities in specialized areas such as older adult programs, therapeutic recreation, community events, stroke center, fine arts, adult and youth sports, early childhood education programs, and special interest.
2. Reports on public response to existing programs, including information regarding attendance, schedules, expenditures, and utilization of supplies and equipment.
3. Processes and maintains records of permits.
4. Recommends and researches new recreation trends and programs.
5. Enforces rules and regulations to assure the safety and welfare of participants.
6. Assists ~~with-in~~ budget preparation and monitors community service ~~recreation~~ budget expenditures in specified areas.
7. Drafts promotional materials, correspondence, survey's and reports.
8. Assists ~~with-in~~ the supervision, training, and evaluation of part-time personnel, volunteers, and Interns.
9. Consults with the public and provides information, including promotional materials.
10. Assists with committees, and commissions as assigned.
11. Collects fees, financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
12. Assists with preparing and implementing periodic statistical reports and surveys pertaining to community service programs.
13. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

An Associate's degree in Human Services, Social Services, in addition to a minimum of two years of related field experience is preferred.

Knowledge of:

- Methods and techniques of developing and organizing ~~group-recreational~~ community services activities.
- Rules, practices, and equipment used in recreation community service activities.
- Principles of supervision, and training, and evaluation.
- Programs' goals and objectives.
- Program organization and development techniques.

- Special groups resources, needs, and limitations.
- Basic budgeting principles and ~~practices~~ procedures.
- Basic purchasing practices and contract administration.
- ~~City organization, operations, policies, and objectives.~~
- Personal computer software and hardware.
- Office practices and procedures.
- General record-keeping practices.
- ~~Establish and maintain effective working relationships with others.~~
- Interpersonal skills, using tact, patience, and courtesy.

Skill and/or Ability to:

- Implement specialized recreational activities and evaluate community needs.
- Establish and maintain effective working relationship with others.
- Work weekends and irregular hours.
- Communicate effectively in writing and orally.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Identify and analyze problems and take corrective action.

License and Certificates:

Possession of valid California Class C driver's license and ~~must be insurable by the City's insurance carrier.~~ Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record. Possession of valid Red Cross standard certificates in First Aid and CPR.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by case basis.

Positions in this class normally require:

- ~~Require the m~~ Mobility to stand, walk, stoop, kneel, crouch, reach and bend.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- ~~May be required to work evenings and/or weekends.~~ (duplicated)
- May be required to work around loud noise.
- May be required to attend periodic evening meetings and or to travel within and out of District boundaries to attend meetings.
- Maintain confidential information as it pertains to the job.
- May be required to use Ceity and/or personal vehicle in the course of employment.