

COMMUNITY SERVICES LEADER I

DEFINITION

Under general supervision, assist in the planning, implementation and coordination of specific community service programs and activities; work directly with children in the implementation of these programs; and perform related work as required.

EXAMPLES OF DUTIES

Duties assigned may include all or some of the following: assist in program planning; conduct and coordinate organized community service programs and activities; may be responsible for opening and/or closing a community service facility; assist with the maintenance of inventory, records and supplies; protect school property and equipment; file and assist with the processing of class registration, money tapes and warehouse orders; sell tickets and attendance records for a program operation; and enforce Department regulations.

QUALIFICATIONS

Knowledge of

Programs offered by the Community Services Department; Community Services Division policies and procedures; basic rules of community service sports and games; and skills necessary to teach participants.

Ability to

Plan, conduct and coordinate specific community service programs and activities; assist in coordinating the activities of volunteers, as needed; prepare accurate registration, financial and attendance records; maintain and establish cooperative working relationships; apply judgment, discretion and initiative; and understand and carry out oral and written directions.

Certificates

Must maintain current First Aid and CPR card, if required.

Experience

Voluntary experience in community service programs working with children, preferred.

Education

Equivalent to the completion of the ninth grade.

Physical Performance Requirements

Standing or walking most of the time. Correctly lift 50 pounds alone or more with assistance. May be required to lift a child upon occasion. The physical activities that may be done on a daily basis include, but are not limited to, set-up and breakdown of site supply box, tables, chairs, booth frames, helium tanks, boxes, canopies and other related activity and special event equipment. When working with staff and/or students, some activities will require the person to squat, sit on the floor/ground, stoop, kneel, bend or reach.

Licenses

Possession of a valid California Driver's License, if required.

Board Approved: October 9, 1990
Revised: June 25, 1996
Revised: July 10, 1997
Revised: December 12, 2001
Revised & Approved: February 14, 2012
Revised & Approved: October 8, 2013