

Saddleback Valley Unified  
School District

Range 90  
Community Services  
and Child Care Services  
Exempt Salary Schedule

## **COMMUNITY SERVICES LEADER II**

### DEFINITION

Under general supervision, plan, direct and coordinate a variety of community services 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 with training, as well as coordinating the activities of the Community Services Leaders and volunteers; assist in the planning and coordination of specific programs and participants at a community services program site; may be responsible for opening and/or closing a community services facility; maintain inventory, records and supplies; protect school property and equipment; planning for and processing class registration; and may assist with the preparation of news releases and marketing articles and information.

### QUALIFICATIONS

#### Knowledge of

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

#### Ability to

Plan, coordinate and implement community services programs and activities; help coordinate the activities of Community Services Leaders and volunteers; operate standard office machines and computers; prepare accurate registration, financial and attendance records; maintain and establish cooperative working relationships; apply judgment, discretion and initiative; express ideas in both written and verbal form; and understand and carry out oral and written directions.

#### Certificates

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

#### Experience

One year of community services program experience.

#### Education

Completion of the eleventh grade preferred.

#### 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 & Approved:	February 14, 2012
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