

Saddleback Valley Unified
School District

Range 92
Community Services
and Child Care Services
Exempt Salary Schedule

COMMUNITY SERVICES PROGRAM SPECIALIST

DEFINITION

Under general direction, plan, develop, create, organize, conduct and coordinate multiple community services programs, classes or activities; provide coordination of the operations and assist in coordinating the activities of Community Services Leaders and volunteers; perform a variety of clerical duties, including answering questions and telephone according to prescribed procedures or instructions; and perform related work as required.

EXAMPLES OF DUTIES

Develop and coordinate multiple community services programs, classes or activities; assist in coordinating the activities of Community Services Leaders and volunteers as they relate to the program(s); enforce district policies, procedures and regulations; assist with necessary program training for Community Services Leaders; complete necessary reports relating to programs; participation, staffing and inventory of equipment and supplies; plan for and process class registration; and assist with the preparation of news releases and marketing articles and information.

QUALIFICATIONS

Knowledge of

Community Services programs offered by the Community Services Department; Community Services Division policies and procedures; a community based Community Services program philosophy; expertise in a specific program area in community services; training and motivation techniques, skills and procedures; and rules of various sports and games.

Ability to

Plan, coordinate and conduct related community services programs and activities, and coordinate multiple community services programs and facilities; assist in coordinating the activities of Community Services Leaders and volunteers; prepare accurate reports and maintain required registration 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 instructions.

Certificates

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

Experience

Two years of increasingly responsible work experience in community services or related field with emphasis in specific community services program area.

Education

A.A. degree or equivalent units in course work from an accredited college with major course work in community services leadership or closely related field.
Three years of work experience may be substituted for education requirement.

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: June 25, 1996
Revised & Approved: February 14, 2012
Revised & Approved: October 8, 2013