

Saddleback Valley Unified  
School District

Range 91  
Community Services  
and Child Care Services  
Exempt Salary Schedule

## **SENIOR COMMUNITY SERVICES LEADER**

### DEFINITION

Under general supervision, responsible for the management of a community services facility or the operation of a program, classes or activities; provide general coordination of program operations; and perform other duties as assigned.

### EXAMPLES OF DUTIES

Develop or coordinate specific program(s), classes or activities; assist in coordinating the activities of Community Services Leaders and volunteers; enforce district policies, procedures and regulations; assist with the necessary program orientation for Community Services Leaders; open and/or close community services facility; complete necessary reports relating to programs and/or facility; maintain accurate records of programs, participation, staffing and inventory of equipment and supplies; perform maintenance checks in facility as required; 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; 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 community services programs and activities; coordinate the work of Community Services Leaders and volunteers; assist with program training for Community Services Leaders; 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

One year of increasingly responsible work experience in a community services program area.

#### Education

Completion of the twelfth 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: June 25, 1996  
Revised: July 10, 1997  
Revised & Approved: February 14, 2012  
Revised & Approved: October 8, 2013