

Saddleback Valley Unified
School District

Range 81
Community Services
and Child Care Services
Exempt Salary Schedule

SENIOR COMMUNITY SERVICES PROGRAM SPECIALIST

DEFINITION

Under general direction, to develop, plan, organize and conduct multiple community services programs, classes, or activities; coordinate the operations and assignments of Community Services Leaders and volunteers; perform various clerical duties; supervise offsite activities; and to perform related work as required.

EXAMPLES OF DUTIES

Develop, coordinate, and maintain multiple community services programs, classes or activities, including staff scheduling, supply ordering, and equipment replacement; enforce District policies, procedures, and regulations; assist with training of Community Services Leaders; evaluate programs; prepare press releases and publicity materials; act as community liaison.

QUALIFICATIONS

Knowledge of

Community Services programs offered by the Department; Community Services Division policies and procedures; community based program philosophy; training and motivation techniques; rules of various games and sports.

Ability to

Plan, coordinate, and conduct community services programs and activities; coordinate multiple programs, including vehicles, staff, and equipment; prepare accurate reports and statistics; establish and maintain cooperative working relationships within the community; apply judgment, discretion, and initiative; clearly express ideas both verbally and in writing; follow directions.

Certifications

Must maintain a current First Aid and CPR card. Valid Class C drivers license and ability to obtain a Class B license.

Experience:

Two years of increasing responsibility in a community services position or related field, with emphasis in specific community services program area.

Education:

AA degree or equivalent units; three years of work experience may be substituted for education requirement.

Physical Performance Requirements:

Standing or walking 90% of the time; correctly lift 50 pounds alone or more with assistance; set-up and break down of tables, chairs, games, canopies, and other program related supplies.

Approved: June 11, 2002
Revised & Approved: February 14, 2012
Revised & Approved: October 8, 2013