

COMMUNITY SERVICES ASSISTANT COORDINATOR

DEFINITION

Under direction, to plan, organize and lead specialized community services programs in an environment favorable to learning and personal growth; perform administrative duties related to assigned area of responsibility; assist in the hiring and training of staff; and do related work as required.

EXAMPLES OF DUTIES

Assist in the management, administration, and supervision of a variety of community service programs and activities; assist in the recruitment, hiring, and training of part time personnel; interface with school site personnel, staff and members of the community; participate in the preparation and administration of the budget and monitor program expenditures and revenues; prepare necessary reports and correspondence including statistical reports; memoranda, and evaluations as needed; and perform related duties as required.

QUALIFICATIONS

Knowledge of

Community service programming and the reporting requirements of the District; rules of various sports and games commonly offered in community service programs; program budgeting methods and procedures; and recruitment strategies.

Ability to

Plan, organize and direct various community service programs; maintain records, equipment, and facilities in an effective and efficient manner; effectively communicate with the public and District personnel; understand and carry out oral and written instructions; and establish and maintain cooperative working relationships

Experience

Three years of progressively responsible experience in the community services field.

Education

Completion of one year of college coursework related to community services or allied fields, or related job experience. Specific and substantial experience (in addition to the three years experience required) may be substituted for the required education on a year-for-year basis.

Physical Performance Requirements

Considerable standing or walking, requiring some bending, and twisting. Frequent sitting or squatting on the floor. Lifting of tables, chairs, supply boxes and other program supplies often involved. Weight of materials will vary, with employee regularly lifting and maneuvering 20 to 30 pounds and occasionally lifting and maneuvering up to 50 pounds, generally with assistance. May be required to lift a child on occasion.

Licenses

Possession of a valid and appropriate California Driver's License. Possession of current First Aid and CPR cards preferred.

Board Approved: March 13, 2002
Revised & Approved: February 14, 2012
Revised & Approved: September 10, 2013
Revised & Approved: October 8, 2013
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