

Saddleback Valley Unified  
School District

Range 44  
Community  
Services Management and  
Child Care Management  
Salary Schedule

## **COMMUNITY SERVICES COORDINATOR**

### **DEFINITION**

Under direction, to plan, organize, implement, promote and supervise a variety of community service programs, and to perform a variety of technical tasks related to assigned area of responsibility; to participate in the recruitment and training of staff to conduct these activities.

### **EXAMPLES OF DUTIES**

Assist in the management, administration, organization and supervision of a variety of community service programs, activities and special events; responsible for recruitment, hiring and training of part time personnel; interface with school site personnel, staff and community groups to provide programs; assign, supervise and review the work of staff or volunteers; 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, participate in departmental management meetings and maintain records; evaluate methods and techniques used by staff and volunteers; research and prepare proposals for new programs; and perform related duties and responsibilities as assigned.

### **QUALIFICATIONS**

#### **Knowledge of**

Development, organization, and evaluation of community service programs, activities and special events; rules of various sports and games commonly offered in community service programs; program budgeting methods and procedures; principles of budget preparation and control; recruitment strategies; principles of supervision; training and motivation techniques used for job improvement; first aid and safety; computer experience with personal computers preferred.

#### **Ability to**

Plan, organize and manage community service programs, activities and special events; supervise, organize and review the work of staff and volunteers; communicate effectively with the public and school site personnel; keep and maintain necessary records; interview, hire and train staff; prepare concise, clear reports, both orally and in writing; plan, recommend and administer program operating budget; interpret and apply District policies and procedures.

#### **Certificates**

Possession of current First Aid and CPR Card preferred.

Education

A.A. degree or completion of 60 college units with major coursework in Human Development, Education, Community Services , Physical Education or related field. Specific and substantial experience (in addition to the two years experience required) may be substituted for the required education on a year for year basis.

Experience

Two years of full time responsible professional program experience in a major program area.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of program supplies and other work related materials occasionally involved. Weight of materials will vary, but generally will be of less than thirty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: February 7, 1979  
Revised: November 10, 1981  
Revised: January 9, 1980  
Revised: February 11, 1997  
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Revised & Approved: September 10, 2013  
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