

Saddleback Valley Unified
School District

Range 32
Community Services
Management and
Child Care Management
Salary Schedule

COMMUNITY SERVICES SITE COORDINATOR

DEFINITION

Under direction, to coordinate the on-site supervision of a community athletic park or other facility and coordinate the organization and implementation of athletic programs and events, and to do related work as required.

EXAMPLES OF DUTIES

Oversee community service activities at one or more community service sites; schedule and supervise staff; maintain records and prepare written reports; prepare monthly calendars and fliers; meet with facility users, groups and program participants; select, train, develop and evaluate staff; supervise community service activities and special events; assist with coordination and operation of facility reservation system; participate in budget process; assist in publicity and public relations activities.

QUALIFICATIONS

Knowledge of

Community Services facility management; routine field maintenance; sports rules, officiating and organization of various sports activities; reporting requirements of the District and principles of supervision and training.

Ability to

Coordinate park and facility use through a reservation system including scheduling and record keeping; complete routine field preparation for games and maintenance; assist with the implementation of major adult athletic programs and youth special events; set up and break down equipment related to programs; understand and apply policies/procedures related to facility operations, including maintaining accurate records/schedules/logs, setting up tables and chairs, assessing safety and maintenance conditions; ensure the facility and equipment are properly maintained and repaired, and forms and supplies are stocked; complete minor facility and equipment maintenance assignments as required; coordinate receiving of materials and supplies; operate a computer terminal; work cooperatively with park/facility patrons, community groups, and staff, implementing community service and public relations philosophies; understand and implement policies and procedures, as well as the organization and operating procedures of the District; communicate effectively both orally and in writing; prepare reports and statistical data relative to park and facility use; assist in supervision and training of part time staff and volunteers; exercise good time management and sound judgment in prioritizing work and responding to sensitive and emergency situations.

Education

Completion of one year of college coursework related to community services or allied field. A.A. degree preferred. Specific and substantial experience, in addition to the two years of experience required, may be substituted for the required education on a year-for-year basis.

Experience

Two years of responsible experience in the community services field.

Physical Performance Requirements

Considerable standing or walking, requiring frequent bending, stooping, squatting, and twisting. Lifting of tables, chairs, supply boxes and other 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.

Licenses

Possession of a valid California Driver's License. Ability to obtain First Aid and CPR certificates.

Board Approved: January 16, 2001
Revised & Approved: February 14, 2012
Revised & Approved: September 10, 2013
Revised & Approved: October 8, 2013