

COMMUNITY SERVICES SUPERVISOR

DEFINITION

Under general supervision, to organize, coordinate, and monitor one or more recreation and community service activities and programs; to perform a variety of recreation and community service administrative and support duties; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for organizing, coordinating, and monitoring the work of staff in an assigned area of the City's recreation and community service activities and programs.

EXAMPLES OF DUTIES

Coordinates and oversees one or more recreation and community service programs such as senior citizens, recreation, sports, human services, youth programs, or community services; plans, organizes, coordinates, and directs the activities of staff and volunteers performing recreation and community service activities; trains and supervises the work of assigned personnel; may administer capital improvements projects; publicizes, conducts, and evaluates recreation and community service programs, special events, and activities; meets and interacts with members of the community and seeks to involve them in available activities, programs, and services; seeks input, advice, and information from local users of the facility and program and attempts to plan activities, programs and facilities in response to their needs; assists in the preparation and justification of budget requests; directs contract class programs; recruits and trains coaches and officials; provides formal and informal instruction to program participants; recruits, trains, and supervises the work of volunteer and paid personnel; prepares and presents a variety of oral and written reports; plans, implements, and directs the assigned recreation and community service activities and programs at facilities, sites, and service centers; participates in the planning, development, and implementation of community service volunteer programs; maintains a variety of records and files; promotes and enforces the safe use of all facilities; represents assigned functions with City staff and other governmental agencies as delegated.

COMMUNITY SERVICES SUPERVISOR

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of planned recreation and community service activities.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, codes, and regulations affecting community services programs and activities.
- Major sports and other recreational activities suitable for children, juveniles, and adults.
- Capital improvement projects
- Community service agencies, organizations, programs, and activities.
- Techniques of effective recordkeeping.
- Research methods and procedures.

and

Ability to:

- Coordinate and oversee assigned recreation and community service activities and programs.
- Provide supervision, training, and work evaluation for staff and volunteers.
- Conduct assigned programs and activities.
- Interest and involve community residents in the use of available facilities, activities, programs, and services.
- Accurately perceive and respond to the recreational and community service needs of community groups and individuals.
- Prepare a variety of reports and presentations.
- Research, collect, analyze, interpret, and explain information related to community services programs, activities, and facilities
- Effectively meet and communicate with members of the community with varying backgrounds, ages, and interests.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

COMMUNITY SERVICES SUPERVISOR

EMPLOYMENT STANDARDS (cont.)

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Two years of college course work from an accredited college or university in recreation, social services, early childhood education, physical education, or closely related field is desirable.

Work Background: Three years of experience in the provision of recreation, childcare, and community service programs.

August 1992

December 1994

October 2000 (Res. #00-115)