



City of Chino

## Community Services Coordinator, Full-time

<b>SALARY</b>	\$4,705.00 - \$5,717.00 Monthly	<b>LOCATION</b>	Chino, CA
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	202400016
<b>DEPARTMENT</b>	Community Services	<b>OPENING DATE</b>	03/28/2024
<b>CLOSING DATE</b>	4/14/2024 11:59 PM Pacific		

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### Job Description

#### Definition:

The current opening oversees the grant based after school programs and Tiny Tots program. Based on the qualifications of the applicants, the assignment may change. Under direct supervision of a Community Services Supervisor, assists in the development, operation, coordination, and execution of recreation and/or social services programs; community center activities; the organization and conduct of special events and/or programs; and/or assists in the planning, implementation, and coordination of specialized mental health/juvenile justice and social services programs and services for groups or individuals; and performs related work as assigned.

### Duties/Responsibilities

#### Class Characteristics:

Community Services Coordinators assist their supervisor with recreation and/or social services programs, and carry out assignments related to departmental operations in general. Coordinators may be assigned or rotated to any number of functional areas within the Community Services Department on an as needed basis.

#### Essential Functions:

##### All Assignments

- Work with community and professional groups to promote recreational and social services programs.
- Assist in the determination of personnel, equipment, and material needs for program activities.
- Assist in the planning, promotion, delivery, and evaluation of new and existing specialized programs/activities; and managing implementation of related projects.
- Prepare and process purchase of and payment for equipment, supplies, and services.
- Interview, recruit, train, coordinate, and supervise the work of part-time and seasonal City employees, independent contractors, and volunteers.
- Evaluate program attendance, participant responses and costs, and make recommendations regarding the continuance or cancellation of programs; assist in the development of new programs.
- Maintain accurate files, records, and reports.
- Assist with the preparation of budget recommendations for the allocation of personnel, equipment, and supplies for program activity areas; monitor program budgets.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Coordinate program registration, including the collection and accounting of monies.

- Seek sponsorships for major special events and programs.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

#### Recreation

- Assist in planning, developing, organizing, and supervising leisure time activities for participants from preschool to advanced age groups; assist in planning the annual calendar of community and special events.
- Draft press releases, create flyers, and other promotional materials to advertise and promote recreation programs and activities; maintain inventory of program supplies and equipment; make facility reservations and safety inspections.

## Qualifications

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the positions is qualifying. A typical example includes:

#### All Assignments

##### **Education:**

- High School Diploma or G.E.D.

##### **Licenses/Certifications:**

- None required for this position.

##### **Experience:**

- Two years responsible program experience in the area of assignment, i.e., Social Services or Recreation, including some supervisory experience (desired).

##### **Knowledge of:**

- Methods and techniques of identifying community and/or program needs.
- First aid methods and safety practices.
- Statistical analysis and report preparation.

##### **Ability to:**

- Communicate clearly and concisely, both orally and in writing.
- Effectively work with people of varied demographic and socio-economic standing.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow verbal and written directions.
- Operate a computer and utilize a variety of software programs.
- Establish and maintain cooperative working relationships.
- Understand, explain, and apply policies and procedures.
- Deal constructively with conflict and develop effective resolutions.
- Lead, motivate, and train staff in work procedures.
- Plan, organize, and prioritize tasks.

#### Recreation

##### **Knowledge of:**

- Theories, principles, practices, and programs common to the field of recreation and leisure services.

##### **Training/Safety Requirements:**

- Ability to obtain first aid, AED, and CPR training within six months of employment provided by the City.
- Job specific training will be provided according to class specifications during work hours.

## Special Requirements

- Work a varying schedule (hours/days will be adjusted as needed).
- Bilingual skills (Spanish) may be required for certain assignments. The need for the ability to fluently speak/read/write in Spanish will be indicated on the job announcement.
- Possess a valid California Driver's License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

**Physical Profile:**

Category I – Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

**Details:**

Department/Division: Community Services Parks and Recreation

Reports To: Community Services Supervisor

**Employee Unit:**

San Bernardino Public Employees Association (SBPEA)/Teamsters Local Union No. 1932 – Professional, Technical and Clerical

Revised: 03/15/21.

Replacing Community Services Coordinator classification specification 08/13/13.

**Agency**

City of Chino

**Address**

13220 Central Avenue

Chino, California, 91710

**Website**

<http://www.cityofchino.org>

**Community Services Coordinator, Full-time Supplemental Questionnaire**

**\*QUESTION 1**

Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

Yes

No

**\*QUESTION 2**

Although not required, two (2) years of responsible work experience in the planning, supervision, and implementation of a variety of community services/recreation programs is desired. Do you have this required work experience?

Yes

No

**QUESTION 3**

If you answered "Yes" to the question above and have the required work experience in community services and recreation programs, please list the organizations or agencies you have worked for that are applicable. Please also include the title of your position for each employer listed. **DO NOT COPY AND PASTE THIS SECTION.**

**QUESTION 4**

Although not required, two (2) years supervisory experience is desired. What is your supervisory experience? If you do not have experience in this area, simply type "N/A."

**QUESTION 5**

**Budget Experience:** Describe your experience developing and/or managing program budgets, cost-recovery programs, grants, as well as seeking donations. If you do not have experience in these areas, simply type "N/A".

**\*QUESTION 6**

Describe your experience in the area of after school programs. If you do not have experience in this area, simply type "N/A."

\* Required Question