



City of Buena Park

Senior Community Services Leader

SALARY	\$19.02 - \$20.97 Hourly	LOCATION	Buena Park, CA
JOB TYPE	Part-Time/Temporary/Seasonal (Non-Benefited)	JOB NUMBER	25-00034
DEPARTMENT	Community Services	DIVISION	Senior Center
OPENING DATE	05/07/2025	CLOSING DATE	6/8/2025 11:59 PM Pacific

JOB BULLETIN

The City of Buena Park Community Services Department is looking for a Senior Community Services Leader who is a kind, friendly, proactive, patient, responsible, and hardworking problem-solver who enjoys working with a variety of people, especially the community's older adults.

The Ehlers Event Center/Senior Center consist of several banquet/event facilities including Heritage Hall, Liberty Hall, Veteran's Hall, and the City's newest outdoor event space, The Plaza. The Center is also home to one of the largest and busiest senior centers in the region. From facilitating events and contracting classes and senior programs, to coordinating various recreation activities, the Center's staff is kept busy serving the needs of the public.

The Senior Community Services Leader is responsible for ensuring that the public receives high quality customer service, overseeing facility rentals, resolving resident concerns as well as training, supervising, and managing other part-time staff. The ideal candidate will represent the City's core values of Excellence, Communication, Teamwork, Commitment, Respect, and Integrity when serving the public with facility rentals and recreation programs.

The ideal candidate for this position has the ability of working a flexible schedule of 20-25 hours per week including days, nights, holidays, weekend work assignments, and on Saturdays, as assigned and as required.

GENERAL PURPOSE

Under direction of a Community Services Supervisor or Community Services Coordinator, the Senior Community Services Leader plans, organizes, and conducts a diverse recreation program, which includes games, sports, crafts, special events, and other related activities; attends staff meetings; performs public speaking at programs and events; coordinates the issuance, use, care and maintenance of equipment and supplies; serves in a leadership capacity, training and coordinating the work of part-time and volunteer staff; may perform maintenance work, and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a part-time, non-benefited, position working 10-20 hours per week. The Senior Community Services Leader is differentiated from the Community Services Leader I/II in that it can perform more tasks independently. This position provides an opportunity for incumbents with an interest in pursuing a career in municipal government, learn about municipal government functions and gain experience by completing tasks and special assignments related to the program

area.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Serves in a leadership capacity.
2. Trains and coordinates the work of part-time and volunteer staff.
3. Attends staff meetings.
4. Assists in implementing recreation activities, including games, sports, crafts, special events, and other related activities.
5. Coordinates the issuance, use, care and maintenance of equipment and supplies.
6. Assists in moving and setting up equipment.
7. May assist in the preparation of ball fields.
8. Performs duties as a scorekeeper, youth sports coach or official.
9. May perform a variety of maintenance functions and light custodial task such as restocking restrooms, spot cleaning carpets, cleaning windows, mopping, sweeping and vacuuming.
10. Assists patrons with classes and registration.
11. Assists in preparing for facility rentals, special events, cultural programs, and other related activities including coordinating activities, moving and setting up tables, chairs and various equipment.
12. Coordinates the issuance, use, care and maintenance of equipment and supplies.
13. May assist in the preparation of food for the senior lunch program, when assigned at the Senior Center.

QUALIFICATIONS GUIDELINES

Knowledge of:

Methods of organizing, conducting and supervising recreation and cultural programs; sports rules, general arts and crafts and game programming; general care of children and first aid practices.

Ability to:

Plan, organize and conduct recreation programs; maintain accurate records and prepare reports; establish and maintain effective working relationships with co-workers, volunteers, participants, and the public; supervise tasks to completion; communicate effectively both orally and in writing.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to walk, run, or sit. The employee is occasionally required to use hands to touch, handle, or operate objects, tools, or controls; the employee may be required to climb, balance, stoop, kneel, crouch, or crawl; must be able to move up to 50 pounds; may be exposed to wet and/or humid conditions, toxic or caustic chemicals.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with staff, management, vendors, contractors, the public, and

others encountered in the course of work.

WORK ENVIRONMENT

Employees typically work indoors and outdoors at City recreation facilities and venues; required to perform physical work.

EDUCATION/TRAINING/EXPERIENCE

Graduation from high school or equivalent, supplemented with one year of college level coursework in Recreation, Human Services, or a related field **AND** two years of experience coordinating recreation programs and activities is required.

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

Valid Class C California driver license, acceptable driving record, and evidence of insurance are required.

APPLICANT INFORMATION/EXAM WEIGHT

Applicants must submit a City application online through the Human Resources Department web page at www.buenapark.com/hr. Applications may be accompanied by a resume describing experience, education, and training in relation to the requirements of the position, however, resumes will not be accepted in lieu of a completed City employment application.

All applications will be reviewed and only those candidates determined to be **most qualified** on the basis of experience and education, as submitted, will be invited to participate in the selection process. The selection process may include but is not limited to an oral interview and/or written exams and oral presentations. Successful candidates will be placed on the employment eligible list from which hires may be made. An eligible list is valid for up to one year unless exhausted sooner.

The City of Buena Park is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

Americans with Disabilities:

Applicants with disabilities who require special testing arrangements must contact Human Resources. If you have a disability for which you require an accommodation, please contact Human Resources at (714) 562-3515 no later than 5 business days before the test date.

Fingerprinting:

Applicants who are selected for hire are fingerprinted during the pre-placement processing period. All fingerprints will be processed with the Department of Justice to verify criminal records or absence thereof.

Physical Examination:

Employment offers are conditional based, upon the successful completion of a medical examination which may include drug and alcohol screening. Physicals are performed by the City's designated physician at the City's expense.

Employer

City of Buena Park

Address

6650 Beach Boulevard

Buena Park, California, 90621

Phone

714-562-3515

Website<http://www.buenapark.com/HR>**Senior Community Services Leader Supplemental Questionnaire*****QUESTION 1**

To better evaluate your qualifications for this position, responses to this supplemental questionnaire are required. The information you provide will be used to determine your eligibility to continue in the selection process. An incomplete and inaccurate application may lead to disqualification. It is your responsibility to fill out the application thoroughly and accurately. Resumes will not be accepted instead of completing these questions. Please provide concise, descriptive, and detailed information when answering the questions. If you do not have experience, please write "NONE". NOTE: 'See resume', 'See above', or copy and paste of your resume are not considered qualifying responses and will not be considered when evaluating your qualifications.

☐ I acknowledge receipt of this information and understand the instructions.

***QUESTION 2**

Are you a minimum of eighteen (18) years of age or older at the time of application?

☐ Yes

☐ No

***QUESTION 3**

Do you have a valid California class C driver's license, acceptable driving record, and evidence of insurance?

☐ Yes

☐ No

***QUESTION 4**

Do you understand that this position will be required to work weekends?

☐ Yes

☐ No

***QUESTION 5**

Do you understand that proof of your high school diploma/GED and/or higher education degree, must be submitted along with your application?

☐ Yes

☐ No

***QUESTION 6**

What is your highest level of education completed?

☐ No Diploma

☐ High School or G.E.D.

☐ Some College - 59 units or less

☐ Some College - more than 60 units

- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree

***QUESTION 7**

Do you have experience with scheduling, training, and evaluating the work of part time staff and/or volunteers?

- ☐ Yes
- ☐ No

***QUESTION 8**

How many years of experience do have working or volunteering with senior populations?

- ☐ No Experience
- ☐ Less than 1 year experience
- ☐ 1 to less than 2 years experience
- ☐ 2 to less than 3 years experience
- ☐ 3 to less than 4 years experience
- ☐ 4 to less than 5 years experience
- ☐ 5 years or more experience

***QUESTION 9**

Please describe your experience working or volunteering with senior citizen populations. If no experience indicate N/A.

***QUESTION 10**

Provide specific details of your experience planning, organizing, and implementing Senior Center programs. If no experience indicate N/A.

***QUESTION 11**

How many years of experience do you have planning and coordinating special events, recreation programs, and/or customer service in a banquet facility?

- ☐ No Experience
- ☐ Less than 6 months experience
- ☐ 1 to less than 2 years experience
- ☐ 2 to less than 3 years experience
- ☐ 3 or more years experience

***QUESTION 12**

Describe your experience setting up for facilities for meetings, recreation classes, and special events. If no experience indicate N/A.

QUESTION 13

Please tell us about your customer service experience

*** Required Question**