COMMUNITY SERVICES LEADER SERIES

Definition:

Under general or direct supervision promotes, organizes and leads a variety of recreational activities at a recreation center or other facility; conducts activities within assigned groups and performs related work as required.

Class Titles

Community Services Leader I
Community Services Leader II
Senior Community Services Leader

Essential Duties and Responsibilities for Community Services Leader I/II:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Leads and teaches recreational activities such as arts and crafts, games, team sports, dancing, story telling, puppetry, social recreation, nature activities, camping, community singing, skits and informal musical activities.

Serves as playground referee/umpire.

Maintains order in assigned activity group and resolves minor conflicts.

Provides information to the public.

Assists in planning recreational activities and organizing, promoting and directing tournaments, shows, socials, dances and exhibits.

Performs a wide variety of duties related to the Community Services program, function, events or specialty assigned.

Promotes the safety of all program participants.

Lifts and carries a variety of equipment and supplies related to area assigned weighing 50 pounds or less.

Performs emergency cardiopulmonary resuscitation (CPR) and first aid as needed.

Maintains records of activities and participation and prepares related reports.

Monitors participants in an assigned functional area of a community center or other facility such as a gymnasium, auditorium, athletic field, game or crafts room, art center and museum.

Assists in the set up of and participates in community-wide events.

Drives a vehicle on City business.

Essential Duties and Responsibilities for Senior Community Services Leader:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include those items listed under "Essential Duties and Responsibilities" for Community Services Leader I/II plus the following:

Organizes, plans, promotes, leads, teaches and conducts a variety of recreational activities.

Organizes, directs and leads special or diverse groups and resolves disciplinary problems among participants.

Organizes, promotes and directs tournaments, shows, socials, dances and exhibits.

Assists in scheduling activities and monitors the work of other facility/playground staff as assigned.

Supervises participants in an assigned functional area of a community center or other facility such as a gymnasium, auditorium, athletic field, game or crafts room, art center and museum.

Organizes, leads and acts as an advisor to clubs and other groups.

Other Duties and Responsibilities – All Classes in This Series

Performs other projects/tasks as assigned.

Class Characteristics:

Community Services Leader I/II and Senior Community Services Leader are multi-incumbent, non-regular classes with duties related to leading a variety of group recreational activities in the Community Services Department. Positions allocated to all levels perform the full range of duties. Positions allocated to the Community Services Leader I level are distinguished from the Community Services Leader II level by the II's performance of duties involving the exercise of a greater degree of responsibility and initiative. Positions allocated to the Senior level work under general supervision and perform additional duties related to activity organization involving the exercise of a greater degree of responsibility and initiative than that required at the II level.

Contacts and Relationships:

All incumbents have substantial interaction with a variety of facility/program patrons and continuing interaction with other Community Services staff.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series are as follows:

Community Services Leader I/II – Knowledge of:

Methods and techniques used in the sports, playground, camping and recreational activities to be assigned.

Specialized functions of the area assigned and related safety precautions.

English usage and grammar.

Customer service techniques.

AND

Ability to:

Communicate effectively orally.

Demonstrate skills in several sports or other activities in the area to be assigned.

Organize and lead a group of children or adults.

Resolve minor conflicts within a group and maintain order in a recreational setting.

Establish and maintain effective relationships with those contacted in the course of work.

Learn, understand and apply applicable policies and procedures.

Understand and carry out oral and written instructions.

Read and write at the level required for successful job performance.

Learn to operate a personal computer and use applicable software.

Senior Community Services Leader – Knowledge of those items listed under "Knowledge of for Community Services Leader I/II plus the following:

Methods and techniques used in arts and crafts programs.

Organizational and leadership techniques.

Applicable Community Services policies and procedures.

Senior Community Services Leader – Ability to do/perform those items listed under "Ability to" for Community Services Leader I/II plus the following:

Plan and promote a variety of recreational activities.

Organize, direct and lead special or diverse groups.

Resolve disciplinary problems among activity participants.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Community Services Leader I:	Completion of the 10th grade.
Community Services Leader II:	Completion of the 11th grade.
Senior Community Services Leader:	Graduation from high school.

AND

Experience:

Community Services Leader I:	Some group leadership experience working with children or adults.
Community Services Leader II:	One season of recreational leadership experience.
Senior Community Services Leader:	Two seasons of recreational leadership experience.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this series.

Must be able to work a flexible schedule to accommodate City needs to include weekends, holidays, evenings and overtime.

Valid and appropriate CPR certificate and a valid and appropriate first aid certificate within 60 days of appointment, issued by a source acceptable to the City and renewals as required depending on the area assigned.

Successful passage of a Community Services Department pre-employment screening process depending on the area assigned.

Current negative tuberculin test at time of appointment and additional tuberculin screening as required by the Community Services Department depending on the area assigned.

Other:

Bilingual ability may be preferred for some positions but is not required.

Physical Tasks and Working Conditions Include the Following – All Classes in This Series:

Work is performed in a community center, day camp and/or playground environment. Some work may be performed in an office environment and in a variety of field trip locations. Office work requires sitting for periods of time and the use of a computer keyboard and screen. An incumbent drives a vehicle on City business, will be exposed to the elements and sits, stands, walks, kneels, crouches, twists, climbs steps and sloping surfaces, reaches, bends, crawls and grasps and may walk or run on slippery and uneven surfaces, push, pull, drag, lift and carry supplies and program equipment weighing 50 pounds or less and lift equipment and supplies weighing 30 pounds or less from waist to overhead. An incumbent performs emergency CPR and first aid and may be exposed to the blood and other bodily fluids of program participants. Depending on the area assigned an incumbent may also be exposed to dust and paint/glue fumes. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.