



July 1995  
Revised 7/96  
Revised 8/00

## COMMUNITY SERVICES SUPERVISOR

### DEFINITION

Under general direction of the Community Services Manager or designee to plan, organize, promote, budget, schedule, direct, evaluate and coordinate assigned City leisure services and prevention and intervention programs with a primary emphasis on youth and family. This individual will supervise and provide in-service training for paid seasonal and part-time personnel and volunteers. Performs related work as required.

This position is assigned to the Miscellaneous bargaining unit for labor relations purposes and is subject to overtime, evening and weekend assignments.

### DISTINGUISHING CHARACTERISTICS

This classification may be assigned to any one of the following **four** specific areas of concentration as distinguished below.

**Community Services Supervisor-Teens & Family Programs/Aquatics:** Aquatics programs and facilities; instruction and safety classes; special youth programs and services; staff liaison to affiliated organizations; youth advisory board; special events; and arts and crafts programs.

**Community Services Supervisor-Youth:** Youth services clearinghouse; Junior High and after school youth programs; prevention and pro-active programs; Police Activities League (PAL); bicycle safety programs; neighborhood education programs; camps; excursions; special events; and staff liaison to affiliated organizations.

**Community Services Supervisor-Sports:** Adult and youth sport programs; sport tournaments and special events; supervision of Pedretti Park sports complex; supervision of National Youth Sports Coaches Association training; and staff liaison to affiliated organizations.

**Community Services Supervisor-Prevention/Outreach:** Special populations/senior citizens/prevention/neighborhood programs/associations and outreach education programs and events. Research and write public safety grants and education grants; school based education; social programs; youth scholarships; and staff liaison to affiliated assigned organizations.

### SUPERVISION EXERCISED AND RECEIVED

General direction is provided by the Community Services Manager. Responsibilities include supervision over assigned program full and part-time staff, to include seasonal and volunteer personnel.

**ESSENTIAL FUNCTIONS:** – Duties may include, but are not limited to the following:

- Coordinates the activities of the Department with City sponsored, co-sponsored and community non-City sponsored activities.
- Plans, organizes, directs and evaluates assigned portions of city-wide Community Services and leisure service programs; including establishment of a youth commission, coordinate development of a youth master plan, establish a community your services clearinghouse, create a youth scholarship program and supervise youth services.
- Development and implementation of youth needs assessment surveys.
- Evaluates current programs, staff and facilities.
- Develops and assists in initiating new leisure service programs.
- Conducts regular staff meetings for part-time, seasonal and volunteer personnel.
- Make inspection tours of Community Services activities and facilities to determine evaluation information.
- Responsible for payroll and time record forms for all part-time and seasonal employees.
- Audit part-time employee payroll accounts on a continuing basis.
- Performs various office functions as needed.
- Plans, supervises, and coordinates programs for enrichment classes/events programs, sports leagues, prevention intervention programs offered through the Department.
- Responsible for the recruitment and selection of part-time, seasonal and volunteer personnel; including training, evaluations and discipline of part-time and seasonal employees and makes recommendations to the Manager or Designee.
- Recommends and monitors program budgets.
- Responsible for publicity and advertisement of Community Services programs, events, and activities through available community resources and news media.
- As assigned, supervises organized community groups and committees in the promotion and organization of Community Services and other community programs and use of City facilities.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Objectives, methods, and techniques of planning and organizing Community Services leisure service programs/and prevention intervention programs.
- Community Service/and leisure activities suitable for a wide range of age groups.
- Community organizations and resources availability.
- Program/facility safety and first aid techniques.

- Team building concepts and strong desire to function as a team player.
- City procedures, including purchasing, finance, and budget functions.
- Microsoft operating systems, including Windows 3.1 and Windows 95.
- Computer software programs such as WordPerfect, Excel, PowerPoint, MS Word and Netscape.
- Familiarity with web page design, plus Internet usage and protocol.
- Prevention/Intervention Program curriculum design and implementation.
- Grant funding sources, grant writing and program development.

**Ability to:**

- Coordinate, supervise, and direct the activities Division programs, including that of training of paid and volunteer personnel.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Plan, promote, and evaluate program activity and personnel.
- Prepare and monitor grants.
- Research and complete grant application process.

**EDUCATION AND EXPERIENCE**

**Education:**

Graduation from a college or university with a Bachelor's degree in Recreation, Community Services or related field.

**Experience:**

Two years of experience in organized Community Services and leisure service work in a responsible leadership capacity.

**LICENSE AND CERTIFICATES**

Possession of a valid California Drivers License at the time of appointment, to be maintained as a condition on continued employment.

**PHYSICAL REQUIREMENTS**

Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone,

on the radio and in person assisting customers and program participants; bodily mobility to lift and maneuver program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuations in temperature while performing essential functions and able to lift equipment as necessary.

Reviewed and approved: \_\_\_\_\_ **PERSONNEL OFFICER**