

April — 2003

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 following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

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

Organizes, plans, promotes, leads, teaches and conducts a variety of recreational activities such as arts and crafts, games, team sports, dancing, storytelling, puppetry, social recreation, nature activities, camping, community singing, skits and informal musical activities.

~~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.~~

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.

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

Assists in scheduling activities and may monitor 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, promotes and directs, or assists in organizing, promoting and directing tournaments, shows, socials, dances and exhibits.

~~—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 Parks and Recreation the Community Services programs, functions, events or specialty assignments.

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.~~

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

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

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.~~

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~~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

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

Opens and closes park facilities, transports related equipment and sets-up sport fields and/or court preparation including but not limited to turf painting, field chalking, infield grooming and tennis court washing.

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.

May drive a vehicle on City business depending on area of assignment.

~~Performs other projects/tasks as assigned.~~

Class Characteristics:

~~Community Services Leader I/II and Senior Community Services Leader is are a multi-incumbent, non-regular, at-will classification es with duties related to leading a variety of group recreational activities in the Parks and Recreation 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.~~

Bargaining Group: Not Represented

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 following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

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

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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, syntax, spelling, grammar and punctuation.
~~English usage and grammar.~~

—Techniques for providing a high level of customer service, by effectively dealing with the public and Agency staff.
~~Customer service techniques.~~

Methods and techniques used in arts and crafts programs.

Organizational and leadership techniques.

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AND

Ability to:

Communicate clearly and concisely using appropriate English grammar and syntax.
~~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~~ and foster positive and effective working 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.~~ Plan and promote a variety of recreational activities.

Organize, direct and lead special or diverse groups.

Resolve disciplinary problems among activity participants.

Handle job stress and maintain composure in public settings.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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/performance 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.~~

Education and Experience:

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

~~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.

Bilingual ability may be preferred for some positions.

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 Driver's License and acceptable driving record at time of appointment and throughout employment in this position depending on area of assignment. Employees required to drive will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

~~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. Must be available to work on July fourth and December 31st.

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 Parks and Recreation 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 Parks and Recreation Community Services Department depending on the area assigned.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

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 may 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

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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.

Revised December 2025 including consolidation of Community Services Leader I, II and Senior
Revised April 2003
Revised November 1997
Revised November 1996
Established July 1979