



## CITY OF CHINO

### Community Services Leader

#### **Definition:**

Under general supervision, assists in conducting program activities/providing service in one or more of the program areas in the Community Services Department; and performs related work as assigned.

#### **Class Characteristics:**

Community Services Leaders are assigned to specific program areas of the Community Services Department. Due to the nature of work assigned, some positions may be permanently allocated to the Community Services Leader level. Positions are available in the following areas: Before and After School, Camps, Teen Center, Youth and Adult Sports, Senior Center, Tiny Tots, Facility Rentals, Batting Cages, Ayala Park, Chino Youth Museum, and the Old Schoolhouse Museum.

#### **Essential Functions:**

##### All Assignments

- Identify program needs; prepare and schedule program activities; determine, gather, and prepare materials and equipment needs; set up and take down equipment.
- Conduct inventory and maintain and care for supplies and equipment.
- Assist in the opening and closing of facilities; report maintenance and safety hazards; and protect integrity of facilities.
- Prepare and present reports and maintain accurate records.
- Provide routine/procedural information to the public; direct people to the appropriate office or program; assist other employees in the conduct of program activities.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Assist in other Community Services programs as needed.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.
- Provide exceptional customer service.

##### After School Program

Responsible for 20 after school participants. Monitor students, classroom, and recreational activities for the purpose of ensuring a safe and positive learning environment. Lead organized learning activities for students to develop and strengthen their academic, physical, and social skills. Be a positive role model for students by showing enthusiasm, initiative, and a mature work ethic. Assist with daily homework. Communicate effectively with peers, parents and volunteers. Consistently communicate any behavior incidents, injuries or any other pertinent information to the program Specialist in a timely manner.

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### *Batting Cages*

Assist with program registration by collecting fees, accounting for money, and issuing receipts. Diagnose and make minor adjustments and repairs to the equipment.

### *Facility Rentals*

Interact with contracted instructors, renters, and patrons. Ensure facility rules and regulations are followed at all times. Review facility schedule and submit paperwork on a daily basis. Monitor the outside perimeter of the facility during open hours.

### *Chino Youth Museum*

Interact with parents, children and party hosts. Ensure facility rules and regulations are followed at all times. Lead organized activities for school tours, Museum guests, and party guests. Assist with program registration by collecting fees, accounting for money, and issuing receipts. Assist guests with booking parties and tours by ensuring all paperwork is properly filled out and fees are collected. Maintain accurate records. Make sure the Museum exhibits are clean and organized. Assist with special events as needed.

### *Neighborhood Activity Center (NAC) Services*

Set up multi-purpose rooms for events, meetings, and classes. Monitor participant activities while the facility is open. Monitor the outside perimeter of the facility during open hours. Assist clerical at the front counter when needed. Update display boards inside and outside the facility.

### *Park Operations*

Responsible for ensuring the daily facility rental schedule is followed by all users; also documenting pertinent rental information, i.e. exact times of field usage, on and off times for lights, rental attendance, and report all maintenance and safety hazards at the park.

### *Old Schoolhouse Museum*

Assist in cataloging museum artifacts. Assists in planning the layout and display of museum artifacts. Plan tours and other programs for museum visitors of all ages. Keep track of all museum artifacts and maintain records of ownership and borrowing. Assist volunteer docents with tours.

### *Teen Center*

Assist in shuttling registered Teen Center participants after school from four school sites during the school year. Engage with participants during pre-planned activities, which include sports, cooking, life-skills building, and craft activities. Assist participants with homework help as needed. Actively participate with the Coordinator/Specialist to help design and develop program activities. Responsible to plan, prepare, and lead weekly activities. Communicate actively and effectively with co-workers, participants, parents, and volunteers. Responsible to enforce and/or administer site, program and City guidelines, boundaries, and rules in order to keep participants safe.

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### Tiny Tots Program

Assist the site Community Services Specialist with the day-to-day activities of the Tiny Tots program, which includes working closely with and ensuring the safety of participants' ages 3-5. Responsible for assisting with instructing age appropriate group games, crafts, light physical activities, and planning activities in a safe and positive learning environment.

### Youth Sports Program

Interact with parents, volunteers, participants, officials, and customers. Assist with conducting programs for Pee Wee baseball, soccer, and basketball. Conduct youth basketball practices and games.

### **Qualifications:**

#### All Assignments

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

### **Education:**

- High School Diploma or G.E.D. (or pursuing completion of High School Diploma or G.E.D.)

### **Experience:**

- Some experience in the area(s) of assignment.

### **Knowledge of:**

- Rules and regulations of assigned program.
- Supplies and activities of assigned program.

### **Ability to:**

- Work safely and efficiently.
- Demonstrate initiative.
- Work with individuals having varied socio-economic backgrounds.
- Establish and maintain a team approach with co-workers.
- Demonstrate good organizational skills.
- Use and edit documents for correct English grammar, punctuation, and spelling.
- Understand and follow verbal and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply policies and procedures.

**Special Requirements:**

All Assignments

- Work a part-time, varying and flexible schedule to include weekdays, weekends, evenings, and occasional special events (hours/days will be adjusted as needed).
- Possession of a valid California Driver License may be required depending upon the assignment.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

After School Programs

- Complete secondary fingerprint requirement to obtain Activity Supervisor Clearance Certificate from the California Commission on Teacher Credentialing upon appointment.
- Successfully pass Chino Valley Unified School District's Instructional Aide test within one year of appointment.

**Physical Profile:**

Category II

Link to description [here](#)

**Employee Unit:**

Part-time/Temporary/Seasonal

Revised: 08/04/16

Replacing Community Services Leader classification specification dated 08/12/2013.