

City of South San Francisco  
Human Resources Department

**Community Services Site Coordinator**  
Class Description

**Definition**

Under general direction, plans, develops, implements and directs the activities of a community service, such as facility rentals, senior, licensed or state funded childcare program; and does related work as required.

**Distinguishing Characteristics**

This classification is distinguished from the next lower level in that this classification has significant administrative and site coordinating responsibilities for the day to day operation of various community centers, licensed or state funded childcare sites and directly oversees staffing and other administrative issues. Incumbents daily have direct contact with clients, children, parents and seniors. Incumbents must perform in accordance with specific instructions and are reviewed for compliance with State of California requirements.

**Typical and Important Duties**

1. Plans, assesses and implements community services, childcare programs and educational programs.
2. Works cooperatively with staff, clients, seniors, supervisors, parents, children, and school district personnel.
3. Plans and conducts effective staff training programs.
4. Develops and writes weekly program plans and staff assignments.
5. Schedule appointments and coordinate scheduling for facility and picnic reservations
6. For childcare: Monitors the implementation of the orientation of teachers and aides to the center's basic philosophy, policies and programs.
7. Assists in recruiting, interviewing and selecting staff members.
8. Follows up on all health and safety procedures as designated by the City program regulations.
9. Supervises program staff and prepares program evaluations.
10. Oversees the financial management of center's programs.
11. Maintains compliance with State and Federal requirements and regulations.
12. Participates in on-going professional growth provided by a variety of organizations or the Californian Parks and Recreation Society.
13. Performs related duties and responsibilities as assigned.

**Job-related Qualifications**

*Knowledge of:*

- City policies and procedures as they pertain to program area
- Principals and practices of early childhood, elementary school, and recreation programs
- For childcare: Psychology as it relates to the instruction of children.

- Principals of supervision, training and employee development
- Management of the program, including budget and financial controls.
- Federal and state regulations as related to the program.

*Ability to:*

- Communicate effectively in writing, orally, and with individuals of all ages; to assimilate, understand, and convey information in a manner consistent with job functions
- Plan, coordinate and direct the services of the program
- Write clear and comprehensive reports
- Learn and use recreation software for facility and picnic reservations and registration
- Establish and maintain effective program policies and services
- Monitor program spending
- Keep accurate and up to date notes on the program and participant activities
- Establish and maintain relationships with those contacted during the course of work
- Read, interpret, apply, and explain rules, regulations, policies, and procedures regarding the City's facility rentals, senior, pre-school or childcare programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use initiative and independent judgment within established procedural guidelines
- Organize own work, set priorities, and meet critical deadlines
- Maintain confidentiality regarding sensitive information
- Take a proactive approach to customer service issues
- Work in a safe manner, following City safety practices and procedures and modeling correct City safety practices and procedures; enforce adherence to safety policies and procedures; identify, correct and report safety hazards.

*Skill in:*

- Using a personal computer and associated applications

**Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Two years of progressively more responsible experience in a recreation program or either a teacher in similar programs, such as children's centers, Head Start, state pre-schools, elementary schools or a comparable group childcare program and one year of supervisory experience.

*Training:* Equivalent to the graduation from high school and successful completion of twelve semester units in either early childhood education or a related field in the areas of child development, principle/theory, curriculum and child, family and community, and three units in administration or staff relations. A certificate in Early Childhood Education or a bachelor's degree in Child Development, Recreation, or a related field is desirable.

### Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or the ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.
- Current First Aid certification is required.
- For REAL Program: Possession of a California Teaching Credential preferred.

### Special Requirements

Essential duties require the following physical skills and work environment:

*Physical Skills:* Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, climb; mobility to work in a typical child care and educational setting, use standard educational equipment; vision to read printed materials; hearing and speech sufficient to communicate in person and over the telephone; lift and carry 50 pounds of children, materials, boxes, and files.

*Work Environment:* Work in an indoor and outdoor childcare environment; exposure to noise and confining workspaces.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance. Certain positions must be able to work flexible hours, including evening and weekends.

Approved:	July 1997
Revised Date:	July 2000, January 2003, June 2003, August 2007
Former Titles:	Recreation Leader IV
Abolished:	
Bargaining Unit:	AFSCME
ADA Review:	2000/01, 2003
DOT:	Yes/No
Physical:	Class 3
Status:	Classified/non-exempt
EEOC Category:	EF6\EJ5
Job Code:	X660, A425

### ADA-Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SDE
5. SDE
6. OAE
7. MAE
8. SDE
9. SDE
10. SDE
11. SDE