

COMMUNITY CENTER COORDINATOR

DEFINITION

Under direction of the Community Services Supervisor, assists in the development, implementation and coordination of community/senior center programs and supervises the general operation of one or more neighborhood service centers.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Identifies the needs of seniors and/or neighborhood residents through needs assessments or other methods. Develops, coordinates and administers responsive, cost-effective Community/Senior Center programs and activities. Obtains, maintains, and provides information on available resources to meet the needs of seniors and/or neighborhood residents. Coordinates and supervises the daily operation, maintenance and security of a Community/Senior Center. Directs and supervises support staff and volunteers. Prepares agendas, minutes and staff reports for the Center Advisory Board. May serve as a liaison to government and private service agencies to provide appropriate referrals for local residents. May be required to obtain and maintain a commission as a notary public with the State of California. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this journey-level class performs responsible technical community service work as a lead member of a team responsible for developing and administering social, health and welfare programs. This individual directs and supervises the operation of and the employees who work at one of the City's community centers. The incumbent is assisted by the Community Center Representative, support staff and community volunteers. This position requires the application of initiative and creativity in developing and providing resources for community residents with an emphasis on establishing effective working relationships with minority or disadvantaged residents.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of experience performing responsible community service work involving extensive public contact; or any equivalent combination of experience and education, which provides the knowledge and abilities listed below. Graduation from a four-year college or university, with specialization in psychology, sociology, gerontology, public administration or a related field may be used in combination with experience to meet the minimum qualifications.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles of supervision, municipal budgeting and office and record management; administration of responsive, cost-effective community/senior center operations in multi-cultural communities; public/private social, financial and health resources available for residents and/or senior citizens.

Ability to: establish and maintain effective working relationships with other employees, supervisors, private groups, senior citizens, public officials and community residents; communicate effectively, both orally and in writing; analyze and determine resident/senior needs; design and implement responsive, cost-effective programs; prepare and present complete and accurate reports; exercise independent judgment within the framework of established policies.

SPECIAL REQUIREMENTS

Willingness and ability to work evenings, weekends and holidays. Ability to communicate effectively in Spanish is desirable.

Class title change from Coordinator-Neighborhood Center per SACEA MOU 81-83, effective 7-1-81 (confirmed in 82-110)

Revised: 8/93; 12/02  
ADA Approved: 12/02