#### City of Fullerton Invites Applications For



# COMMUNITY SERVICES LEADER SERIES

# \$8.00- \$ 8.75 PER HOUR

# PART-TIME – APPROXIMATELY 10-15 HOURS PER WEEK THIS IS A TEMPORARY/NON-BENEFITED POSITION LIMITED TO 1000 HOURS PER FISCAL YEAR

A completed City of Fullerton application must be submitted to the Human Resources Department. Applications will be accepted until a sufficient number of qualified applications have been received to fill existing vacancies.

#### **POSITION**

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.

## **QUALIFICATION GUIDELINES**

<u>Knowledge of:</u> 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 and grammar; customer service techniques.

<u>Ability to</u>: 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 effective 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.

## Education/Training/Experience:

*Community Services Leader I* - Completion of the 10<sup>th</sup> grade and some group leadership experience working with children or adults.

Community Services Leader II - Completion of the 11<sup>th</sup> grade and one season of recreational leadership experience. Senior Community Services Leader - Graduation from high school and two seasons of recreational leadership experience. **BILINGUAL SKILLS ARE HIGHLY DESIRABLE**.

#### **SPECIAL REQUIREMENTS**

Valid Class C 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; 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 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 Department depending on the area assigned.

## **EXAMPLES OF DUTIES:**

#### Community Services Leader I/II:

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; 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 the Community Services program, function, events or specialty assigned; 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; 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.

# Senior Community Services Leader:

Include those items listed under "Example of Duties" for Community Services Leader 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; 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.

#### PHYSICAL REQUIREMENTS

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 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 paint/glue fumes.

With or without reasonable accommodation, the Community Services Leader must be able to meet the physical requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**ASSESSMENT PROCEDURE** Applicants must be specific and complete in describing qualifications for the position. **BASED UPON THE INFORMATION PRESENTED ON THE APPLICATION**, those applicants possessing the most suitable qualifications will be invited to a written examination, performance examination, oral interview and/or other testing instrument.

#### NOTE:

All new hires, including City of Fullerton non-regular employees, will be fingerprinted. Fingerprints are verified with the Department of Justice.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify their status.

City of Fullerton employees are registered as Disaster Service Workers. If a disaster occurs in the City, employees may be designated to work in

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any emergency assignment during disaster relief operations.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

Visit www.ci.fullerton.ca.us for a complete class specification

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