

CITY OF COVINA

COMMUNITY RESOURCES SPECIALIST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a wide variety of responsible functions in the Community Services and Recreation Services divisions of the Parks and Recreation Department, including assisting, planning, coordinating, and implementing programs, services and activities for the community; incumbents may be assigned to the Senior Services, Youth Sports, Community Relations or Teen divisions; depending on the area of assignment, assists with developing program content, provides public assistance, including explanation of activities and programs, records reservations for classes and trips, oversees indoor facility rentals, and participates in set-up and tear down of events; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Community Resources Specialist** is the journey level class responsible for performing a wide variety of community services support functions in Senior Services, Youth Sports, Community Relations or Teen divisions. This class is distinguished from the next higher classification of the Recreation Services Coordinator in that the latter is responsible for the operations of the Community Services Division, Recreation Services Division, and Community Relations Division.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Community Services Supervisor, the Recreation Services Supervisor, or the Community Relations Supervisor. Exercises functional and technical supervision over Community Resources Assistants I-II, Community Resource Aides and assigned volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a wide variety of responsible functions in the Community Services and Recreation Services divisions, which may include assisting, planning, coordinating, and implementing activities, programs and services depending on the function assigned; performs duties associated with the classes and programs offered, special events.
- Responds to public inquiries about programs made by telephone, correspondence or at the public counter.
- Assists in the development and recommendation of new programs; helps to review and evaluate current programs; orders equipment, supplies for activities, special events and excursions; assists with budget coordination by monitoring expenses, collecting data and organizing material; prepares schedules; collects fees; issues receipts.

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- Monitors and inspects facilities and equipment; sets up tables, chairs, and rooms for special events; opens and closes facility; performs minor maintenance as needed.
- **If assigned to Community Relations:** Assists with the Volunteen program; accepts applications from teens; assists with the interviews and assessment exercises; facilitates training sessions; monitors Volunteen program; collects timecards from teens; participates in purchasing gift certificates with the money earned by teens; assists in promoting public awareness of available activities through the media, newspapers and flyers; writes press releases; maintains contact with individual community members and various community groups; assists with obtaining sponsorships by contacting potential sponsors, preparing sponsorship packet, performing follow-up calls, and maintaining the related database.
- **If assigned to Senior Services:** Provides assistance to seniors and their families; conducts off-site excursions, including extended tours and day excursions; performs duties associated with the daily functioning of the Joslyn Center; oversees related contracts for entertainers, transportation and classes; contributes to the monthly newsletter; participates in various programs such as the Housing Program.
- **If assigned to Teens:** Provides direct supervision to on-site programs; oversee the Teen Center building maintenance, including filling out request for repairs; assists with program development; attends and supervises various fieldtrips; assists with calendar preparations.
- **If assigned to Youth Sports:** Provides direct supervision to on-site programs; establishes in-service dates and training materials; evaluates and recommends changes related to program content; purchases necessary sports equipment; assists with program development for t-ball, softball, soccer, basketball, and track for tiny tots, peewees, youth and teens; assists with preparing schedules for tournaments.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper, documents, and equipment weighing 25 pounds or more is also required. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Community Resources Specialist**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of responsible experience in recreation, sports, teen or senior program coordination or a related field, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and CPR certification.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Basic principles, practices and philosophies for assisting with sport, teen, community relations, and senior recreation programs; methods and techniques of supervising volunteers; basic principles of mathematics; applicable federal, state and local laws, codes and regulations including SB 198; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Assist in all areas of activity programming as it relates to sports, teens, community relations, and seniors; work flexible hours, including evenings; analyze assigned programs and develop and recommend appropriate responses; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard recreation tools and equipment; operate an office computer and a variety of word processing and software applications.