



## **COMMUNITY SERVICES SUPERVISOR(S)**

### **CITY OF YUCAIPA**

**SALARY: \$5,290 - \$6,606/per month**

#### *The Position*

Under the direction of the Director of Community Services, this position will plan, organize, and supervise Community Services Coordinators, Assistant Coordinators and contractual services in special events, recreational class programming, community center operations and planning; may support operations at the Yucaipa Performing Arts Center and performs a variety of multifaceted tasks relative to assigned area of responsibility. The successful candidate will be required to work a flexible schedule, including weekend assignments, will work during City special events and will report to different locations depending upon job assignments. Possession of a valid California driver's license is required.

#### *Requirements*

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

##### Experience:

- Five years of increasingly responsible experience in organizing, coordinating special events, and/or the implementation of recreation, leisure and educational programs; including one year providing technical and functional supervision over assigned personnel.

##### Education:

- Equivalent to a Bachelor's degree from an accredited college or university in recreation, leisure services, tourism or a related field.

#### *Typical Duties*

- Organize, coordinate and attend special events; seek sponsors; identify vendors, negotiate cost and prepare and administer contracts; develop and disseminate marketing materials; attend events and resolve any issues that may arise.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the development and implementation of recreation, leisure and educational programs; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in the implementation of recreation, leisure and educational opportunities including, but not limited to, aquatics, cultural arts, athletics, before and after school enrichment programming, senior and teen programs and special events.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
- Supervise the day-to-day operations of recreation facilities; supervise the facility rental process and ensure patrons are in compliance with facility reservation and use policies; coordinate with Public Works for set up, take downs and maintenance and custodial needs.
- Assess the needs of the community and effectively identify, develop and implement recreation and leisure, educational opportunities and programs to meet those needs.
- Identify instructors for courses offered; prepare and monitor contracts with instructors and ensure proper payment to instructors.

- Seek, apply for and administer grants and ensure all grant activities are properly documented and submitted.
- Oversee and participate in the development of outreach and marketing materials for services and programs.
- Understand and prepare mandated reports on potential child and/or elderly abuse or neglect; contact law enforcement, Adult Protective Services, or other agencies, as required.
- Contact and coordinate with community agencies to seek services and resources for clients.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees, other agencies and the public using principles of good customer service.
- Perform related duties as assigned.

*Compensation*

**Hourly Rate:** Community Services Supervisor \$30.52 - \$38.12 per hour City paid PERS (2% @55) New CalPERS members, as defined by PEPRRA, participate in a 2% at 62 formula/up to 15 City Holidays/\$50,000 Life Insurance/Cafeteria Plan (\$1,095 per month)/Vacation Leave accruals begin at the rate of two weeks per year/Sick Leave accrues at one day per month/Deferred Compensation match up to 3%.

*Application Process*

**DEADLINE:**  
**Friday, August 3, 2018 by 4:00 PM**

A detailed job description and required City application and supplemental questionnaire form can be found at [www.Yucaipa.org](http://www.Yucaipa.org).

Please submit your City employment application and your supplemental questionnaire form to:

City of Yucaipa Human Resources Department  
Attention: Sherry Washburn  
34272 Yucaipa Blvd., Yucaipa, CA 92399  
Phone 909-797-2489 ext. 223