



EMPLOYMENT OPPORTUNITY

COMMUNITY SERVICES COORDINATOR

FULL TIME

*Applications will be accepted on a **CONTINUOUS BASIS**. The first review will be Thursday, May 11, 2023, at 5:00 p.m. However, this recruitment may close at any time without notice. Interested parties are strongly encouraged to submit application materials as soon as possible.*



Exciting New Opportunity

The City of Agoura Hills Community Services Department is currently hiring for one open position. Appointments will be made dependent upon qualifications and experience.

COMMUNITY SERVICES COORDINATOR

\$6,172 - \$7,520 Monthly

Why work for the City of Agoura Hills?

When you become part of the City of Agoura Hills family, you will work alongside a team of dedicated, skilled, and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. Here is an outstanding opportunity to join a dynamic organization dedicated to serving the Agoura Hills community.

What You'll Do

- Plan, organize and direct specific community service programs; for example: classes, camps, special events, and/or teen programs. Some weekend work may be required for special events.
- Participate in the selection, assignment, scheduling, and supervision of subordinate program staff including contract staff or volunteers, conducts staff orientation and/or training.
- Responsible for the collection and accounting of fees for program registration; prepares the program budget recommendation for the allocation of personnel, supplies, and equipment for program activity areas; participates in budget administration; submits purchase requisitions for program supplies and equipment.
- Prepares or assists in the preparation of news releases, brochures, or other program related materials.
- Coordinate assigned recreation and/or community service activities or programs with other City departments, outside agencies, and service providers.

- Represents the City in relations with other local agencies, community groups, students, school organizations while discussing program related issues.
- Evaluates program attendance, participant response and cost; maintains related records; prepares program related reports; and makes recommendations on the program.

What You Bring

EDUCATION: Graduation from an accredited college or university with a bachelor's degree in recreation or related field and two years of recreation experience coordinating a variety of recreation programs involving the direction of seasonal, contract, and volunteer personnel is required. Any equivalent combination of training and experience that provides the required skills will be considered.

KNOWLEDGE, SKILLS, AND ABILITIES: The ideal candidate will have the ability to; build and maintain positive working relationships with other City Employees, and the public using excellent good customer service; working knowledge of theories, principles, practices, and programs that are common to community service programs, community center operations and management; budget management as it pertains to program activities; methods and techniques of supervision; the methods required to plan, implement, promote, supervise and evaluate program activities; be responsible for technological aspects of programs and activities; ability to work independently; maintain records and prepare reports; supervise the work of others engaged in program activities; communicate effectively both orally and in writing; analyze unusual situations and resolve through application of City and department policies; meet the public in situations requiring diplomacy and tact.

LICENSES/CERTIFICATIONS/SPECIAL REQUIREMENTS

Possession of or ability to attain a valid California class C driver's license, acceptable driving record, and evidence of auto insurance are required. Possession of or ability to obtain American Red Cross certificates in first aid and CPR within six (6) months.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to perform the essential functions of the class in a successful manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class the employee is regularly required to sit, talk, or hear, both in person or on the telephone, and operate standard office equipment. The employee is frequently required to stand and walk. The need to lift, carry and push equipment and supplies weighing up to 40 lbs. is sometimes required. Specific vision abilities required by the job include close vision, color vision and the ability to focus.

Mental Demands

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information, and documents; interact with City staff and other organizations; and deal with customer relations.

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works in both typical office conditions and in a recreational setting. This position requires excellent customer service, so the employee must enjoy working with people and have a friendly nature. The noise level of the office work environment is usually quiet. However, the environment for the recreational setting is dependent upon site location, type of activity being performed and weather conditions. The noise level in the recreational setting is frequently loud. The employee may work outdoors in all weather conditions including wet, hot, cold and may be exposed to heavy dust and pollen.

Are you ready? Apply!

Submit your application and resume online at www.agourahillscity.org or to Human Resources, City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Questions: email Celeste Bird at cbird@agourahillscity.org. Applications materials will be screened on a continuous basis with the first review date of Thursday, May 11, 2023, at 5:00 pm. Resumes may be attached to completed applications; however, a resume will not be accepted in lieu of a completed City Application. This recruitment may close at any time without notice. Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to an interview.

The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check, a criminal history questionnaire and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Agoura Hills is an Equal Opportunity Employer (EOE).