

**CITY OF FONTANA
SENIOR COMMUNITY SERVICES ASSISTANT**

DEFINITION: Under supervision, perform duties in a variety of recreation programs and will assist in planning and implementing projects, programs, or activities as directed.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Assist in supervising and organizing recreation activities.
- Assist in monitoring program compliance with laws, rules, and regulations.
- Clerical support for program activities.
- Distribute, monitor and maintain equipment, inventory, and supplies.
- Assist with planning teams; coordinating logistics, staff and volunteer needs for events/programs.
- Recommend and/or assist in the implementation of goals and objectives; implement policies and procedures.
- Assist with facility rentals, contracts, maintenance needs.
- May assist with research; soliciting donations/prizes; monitoring budget.
- Prepare reports and distribute program marketing materials.
- Operate a computer and related software.
- Provide information to public, vendors, contractors.
- Maintain records; operate a computer and related software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged standing, sitting, walking on level or unlevel and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Incumbents may be required to lift, carry and/or push objects weighing 25 pounds or more. This position requires near and far vision for reading written documents and in the observation of participants during activities. Acute hearing is also required in providing customer service to public and /or assistance in facility, classroom, or outdoors.

EXPERIENCE AND TRAINING GUIDELINES

Experience: Two (2) years of increasingly responsible experience in recreation, sports, teaching, the arts, or community services program areas. All positions require excellent customer service, working with the public, ability to lead staff and work with all age groups.

Education: College coursework or AA degree in related area highly preferred. Additional specialized clerical training is desirable.