



COMMUNITY COORDINATOR Recreation Department

\$5,288.17 - \$6,604.25 Monthly Salary and Excellent Benefits

The City of Gilroy is an equal opportunity employer and supports workforce diversity

Application Deadline

Friday, February 7, 2020
at 5:00 p.m.

Oral Board Interviews

Monday, February 24, 2020

Practical Test and Finalist Interviews

Friday, February 28, 2020

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

Submit a complete online application with the following required items:

- Responses to supplemental questions
- Resume

Optional application items:

- Cover Letter

Applications that do not include all required items are incomplete and will not be considered.

ABOUT THE POSITION

Under the direct supervision of a Recreation Supervisor, Youth Task Force Coordinator, or the designee, the Community Coordinator shall develop, plan, organize, promote, supervise, and evaluate several neighborhood building and community engagement strategies alongside community members and South County Youth Task Force partners in targeted neighborhoods. As the liaison for the City, this position will work closely in collaboration with residents, local grassroots community-based organizations, Gilroy Unified School District, public safety agencies, private businesses, community and faith-based groups to develop and provide non-traditional recreational, community-based programs, services and resources to targeted youth and families. Service areas may include, but are not limited to: community and neighborhood organizing; community projects, meetings, educational workshops and special events; supervising and coordinating youth services, such as youth employment, delinquency prevention, intervention and diversion programs; Other program areas may include planning and administering traditional recreational programs such as youth or adult sport activities, late night gyms, contract classes, facility rentals, special events, cultural arts, summer camps, after-school programs, volunteers, aquatics and activity registration. Community Coordinators may be assigned to any combination of program areas for Gilroy that support local and regional South County Youth Task Force initiatives and public recreation efforts.

Working evenings, weekends, and holidays may be required based on assigned program area(s). This position will primarily work at the San Ysidro Cultural Center and will help supervise staff while acting as a City liaison for residents, organizations, and community groups in a cooperative environment toward achieving shared goals.

This is an ideal entry opportunity for a candidate with any experience working with at-risk youth and low income families, to gain knowledge in public policy, and in development and implementation of social programs at the city and county levels.

THE IDEAL CANDIDATE WILL

- Be bilingual (English/Spanish).
- Have knowledge about youth subcultures, community resources, gangs, community engagement strategies and community leadership development.
- Have the ability to establish and maintain effective working relationships with diverse groups of people, including law enforcement agencies, organizations, community groups, co-workers, volunteers, and members of the public.
- Have strong leadership skills, excellent verbal and written communication skills, and a commanding presence in order to lead group activities.
- Possess emotional intelligence and control, with the ability to moderate between others and tactfully navigate group dynamics.



View Job Descriptions At:

<https://www.governmentjobs.com/careers/cityofgilroy/classspecs>

MOU Representation:

AFSCME Local 101 General Unit

Benefits Offered:

May vary based on position and MOU.

See more at information at:

<http://www.cityofgilroy.org/164/Benefit-Summaries>

- Medical, dental, & vision
- Vacation leave, sick leave, and other paid time off
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long term disability insurance, and employee assistance program
- Commuter benefit program

Important Information

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen.

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

Human Resources can be reached at:

(408)-846-0228

- Have experience in supervising others
- Be resourceful, creative, and engaged in the delivery of non-traditional recreation services designed to support at-risk youth and families.
- Have the ability to monitor and maintain appropriate records on program participants, success measurements, and evaluations.
- Have experience in managing grants to include writing, fulfillment, monitoring, and compliance.
- Have the ability to troubleshoot and problem solve issues for positive resolution as they arise.
- Be a role model for youth.

EXAMPLES OF FIRST YEAR PROJECTS

- Coordinate the "Party in the Park" series of community-building events.
- Supervise in-service training for staff and summer programs for the Gilroy Youth Center.
- Grants management, including the Community Development Block Grant and Santa Clara County Neighborhood Services Unit.
- Serving as a City representative with the South County Youth Task Force Technical Team.
- Be a City liaison to East Gilroy Neighborhood groups at community meetings.

QUALIFICATIONS

- A Bachelor's degree from an accredited college or university in sociology, social work, ethnic studies, public administration, criminal justice or a related field of study.
- One (1) year of relevant full-time work experience or two (2) years part-time experience (averaging at least 20 hours per week) in a relatable public service, recreation program or with a non-profit organization.
- Possess and maintain a valid California Driver license and a safe driving record necessary to operate assigned vehicle(s). May be required to obtain a Class B license.
- Must be available to work a varied schedule, evenings, weekends, and holidays.
- Possess (within 6 months of hire) and maintain a valid First Aid and CPR/AED certification.
- Pass a post-offer medical examination, which includes a drug test.
- Pass a Department of Justice criminal record check and background check for employment.
- Prefer non-tobacco user.
- Prefer bilingual (English/Spanish).