



CITY OF LEMON GROVE

Class Title: Community Services Leader I
Department: City Managers Department/ Community Services
Division

GENERAL PURPOSE

The Community Services Leader I will be responsible for providing leadership and guidance to a group of campers, ensuring a safe, positive, and inclusive environment for all participants. In addition to supervising campers, the Community Services Leader I will assist in various special events throughout the year for the community.

SUPERVISION RECEIVED AND EXERCISED

The Community Services Leader I will work under the supervision of the Community Services Leader II, Community Services Specialist(s) and/or another designated supervisor appointed by the Community Services Specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Routine Duties

*This position will be utilized in various ways through the City of Lemon Grove:

- Special Event Staff
- Day Camp program
- Facility Rentals
- Perform other duties as assigned

Special Events

- Help with variety of special events that happen through the year.
- Assist with preparation before and after the special event.
- Ability to work long hours
- Ability to work weekends and evening as needed.
- Working closely with Community Services Specialist to ensure the success of the special event(s).
- Engagement with the community.

Day Camp

- Maintain discipline in all play areas;
- Perform required office duties, and other duties as assigned.
- Working closely with Community Services Leader II to ensure the success of program through the preparation and evaluation of the day camp programs.
- Ensure the safety and wellbeing of all campers.
- Participate in many different activities such as sports, arts and crafts, and structure play.
- Provide opportunities for all camper and enjoyable environment for each camper.
- Ensure to have safety of all campers at all times. Campers should never be left unattended at any time.
- Assist in maintaining and cleaning of assigned areas.

- Establishing and maintain relationships with partners, rec center staff and other key individuals.
- Maintaining a fun and positive attitude daily to create a positive and welcoming environment for participants.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Applicants must possess a High School Diploma or an equivalent qualification. Additionally, applicants must be at least 18 years of age. If an applicant is currently enrolled in high school, they must provide proof of graduation within 90 days of hiring.

Necessary Knowledge, Skills and Abilities

This position requires the ability to perform a broad range of tasks as needed, adapting to different situations and supporting the camp's/ community overall objectives.

- Ability to obtain a CPR card and First Aid Certificate.
- Experience with Day Camp programs and leading activities for children aged 5-14 years old.
- Working knowledge of equipment, materials and supplies used for Day Camp programs.
- Working knowledge of objectives and methods of Day Camp programs.
- Working knowledge of applicable safety precautions.
- Working knowledge of methods used to enlist the support, interest and participation of youth and adults.
- Ability to work in a fast paced and changing environment.
- Ability to work independently; complete daily activities according to work schedule.
- Ability to communicate orally and in writing.
- Ability to use equipment properly and safely.
- Ability to understand and carry out written and oral instructions.
- Ability to establish and maintain effective working relationships with others.
- Ability to work with diverse cultural and socioeconomic groups.
- Possess a valid California driver's license, or ability to obtain one.

TOOLS AND EQUIPMENT USED

- Athletic and game room equipment, arts and crafts supplies;
- Operate basic office equipment;
- Janitorial equipment including vacuums, mops, brooms and dusting equipment
- Office phone and/or mobile phone.
- Basic computer skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to reach with hands and arms, use hands to fingers, handle, feel or operate objects.
- Significant walking, standing, and sitting for prolonged periods.
- Ability to lift and carry objects that are up to 20 pounds.
- Vision abilities require close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Requires a flexible work schedule that includes morning and evening hours, as well as availability on weekends and holidays.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in inclement weather conditions.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.
- Noise level in the work environment is usually loud.

GUIDELINES

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The list may not include all required duties, nor does everyone in this class necessarily perform all listed tasks.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised on March 24, 2025