



CITY OF LEMON GROVE

Invites Applications for:

COMMUNITY SERVICES SPECIALIST

Salary Range: \$3,441.36 – \$5,606.64 per month
(**Annual:** \$41,296.32 – \$67,279.68, DOQ)

THE POSITION

Under general supervision of the City Manager or designee, the Community Services Specialist assists in coordinating and performing a wide variety of community programs, special events, and facility-related activities for both City and community-sponsored events.

There is currently **one (1) vacancy** for Day Camp programs and short-term rentals.

PRIMARY DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Preparing and distributing event publicity materials, such as flyers and promotional content for Day Camp program.
- Advertising and promoting facility rentals.
- Documenting and evaluating program and event effectiveness.
- Performing administrative duties, including registration processing, fee collection, and activity reports.
- Selecting, training, scheduling, and evaluating part-time staff.
- Representing the City to community groups, outside agencies, and professional organizations.
- Providing excellent customer service by responding to inquiries from City staff and the public.
- Maintaining accurate records and files of departmental programs and events.
- Performing other duties as assigned.

SHORT-TERM RENTALS & DAY CAMP RESPONSIBILITIES

In addition to general community services duties, this position will have specific responsibilities in the following areas:

Short-Term Rentals:

- Coordinate and oversee all public facility, park, and hall rentals.
- Serve as the primary point of contact for residents, organizations, and vendors regarding availability, rental policies, and insurance requirements.
- Prepare rental permits, verify insurance, collect deposits, and process payments.
- Handle intake of rental applications and payments, ensuring accurate recordkeeping and timely communication with applicants.
- Schedule and confirm rentals, ensuring availability and preventing scheduling conflicts.
- Conduct facility tours and walkthroughs for potential renters.
- Ensure facilities are clean, safe, and properly set up prior to events and rentals.
- Monitor usage during events to ensure compliance with City rules and capacity limits.
- Collaborate with Public Works and Rec staff for setup, custodial, and technical needs.
- Maintain and update facility rental calendars, databases, and logs.
- Create and distribute promotional materials to increase facility and park rental visibility.
- Provide event coordination support, including communication with renters, vendors, and staff.
- Track and report facility usage, revenues, and community impact.
- Recommend improvements to rental procedures and policies to enhance customer experience and efficiency.

Day Camp:

- Assist in the planning, organization, and supervision of the City's seasonal Day Camp program.
- Promote Day Camp open registrations.
- Process payment and registration forms.
- Recruit, train, and oversee part-time camp staff and volunteers.
- Develop and implement engaging recreational activities, field trips, and educational opportunities for youth participants.
- Ensure a safe, positive, and inclusive camp environment.
- Communicate effectively with parents and guardians regarding camp schedules, policies, and camper needs.
- Collaborate with vendors and the Lemon Grove School District.
- Develop and coordinate a well-balanced schedule of activities, games, crafts, field trips, and enrichment programs for youth ages 5–14.
- Recruit, train, supervise, and evaluate Rec staff and support staff to ensure program goals and safety standards are met.
- Lead daily camp operations, including morning check-in/out, staff meetings, activity rotations, and off-site excursions.
- Create and implement behavior management strategies to promote a safe, inclusive, and positive camp environment.

- Maintain accurate attendance records, registration data, and incident reports.
- Work closely with parents and guardians regarding camper needs, schedules, and expectations.
- Develop and enforce safety procedures in compliance with City and County guidelines.
- Manage day camp budgets, supply orders, and vendor coordination
- Serve as the primary point of contact for families, vendors, and partner organizations.
- Ensure all camp staff adhere to City policies, child safety standards, and customer service principles.

This position requires working evenings and weekends to support community programs, events, day camp operations, and facility rentals. Flexibility in scheduling is essential.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor’s degree in recreation, public or business administration, or a closely related field (or equivalent combination of education and experience).
- **Experience:** Three (3) years of experience in recreation planning or special event coordination, including at least one (1) year of responsible customer service involving direct interaction with children, adults, and seniors.
- **License:** Possession of a valid Class C California driver’s license.
- **Desirable:** Bilingual skills are highly desirable.

The ideal candidate will have excellent organizational skills, a positive attitude, and the ability to establish and maintain effective working relationships with City staff, community organizations, and the general public.

COMPENSATION & BENEFITS

- **4-Day Workweek:** City offices closed every Friday.
- **Vacation:** Two (2) weeks of paid vacation per year, increasing with length of service.
- **Holidays:** Thirteen (13) paid holidays plus two (2) floating holidays.
- **Sick Leave:** Twelve (12) sick days per year.
- **Long-Term Disability:** After 90 days, plan provides 60% disability income benefit.
- **Life Insurance:** \$50,000 life insurance and \$50,000 AD&D coverage.
- **Retirement:** CalPERS 2% @ 60 or 2% @ 62 (depending on employee status). The City does not participate in Social Security; both City and employee contribute 1.45% to Medicare.
- **Health Insurance (Monthly Cafeteria Plan Allowance):**
 - Employee only: \$880
 - Employee + 1: \$1,520
 - Employee + Family: \$1,840
- **Other Benefits:** 457 deferred compensation plan, Employee Assistance Program (EAP), and direct deposit.

WORKING CONDITIONS

Physical: Must be able to lift, pull, and/or push light to moderately weighted objects.

Environment: Work is typically performed in a quiet office setting with periods of fast-paced activity.

APPLICATION PROCEDURE

A **City application** must be submitted to the Human Resources Department, 3232 Main Street, Lemon Grove, CA 91945, by **5:00 p.m., Thursday, April 30, 2026.**

Postmarks will not be accepted.

Applicants should provide thorough yet concise information regarding education and experience related to this position. Qualified candidates will be invited to participate in oral interviews.

Applications are available at: www.lemongrove.ca.gov .

ADDITIONAL INFORMATION

- Employment is contingent upon passing a background check (including fingerprinting), a medical examination, and a drug screen.
- All new employees must provide documentation verifying identity and authorization to work in the U.S., as required by the Immigration Reform and Control Act of 1986.
- Successful applicants may be subject to random drug and alcohol testing per federal regulations.
- Candidates requiring reasonable accommodation in the selection process must submit their request in writing with their application materials.

CONTACT INFORMATION

For questions regarding this position, please contact:

Roberto Hidalgo

Human Resources Manager

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Posted: April 16, 2026

The City of Lemon Grove is an Equal Employment Opportunity / ADA Employer.

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