

COMMUNITY CENTER COORDINATOR (FRENCH/CREOLE SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work which involves the management of a community center which includes program development, facility utilization planning and scheduling, grants writing, report writing, etc. The work is distinguished from a Community Center Coordinator in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in French/Creole at the fluency level indicated below in the Notes. The work is performed under the general supervision of the Mayor and Village Board of Trustees. Supervision may be exercised over lower level employees including volunteers and custodial staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, schedules and organizes activities for a community center including educational classes and other programs, which could include recreational activities for the community as a whole and/or for seniors and youth;
Reviews proposed programs with the Mayor and Village Board of Trustees prior to approval;
Recruits volunteers and oversees the running of programs;
Maintains activity records and makes reports concerning same;
Oversees the operation of the community center by ensuring proper building use, cleanliness and safety through the coordination of employees and volunteers;
Maintains budgetary and inventory records;
Maintains records and prepares reports including reports for funding sources as well as reports for the Mayor and Village Board of Trustees;
Prepares grant applications for center operation and programs;
Represents the community center at community functions and promotes programs and activities;
May prepare press releases concerning center activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles and practices of public relations and community organization; good knowledge of the planning, coordination and monitoring of programs; ability to coordinate and direct the work of others; ability to work with groups of people of all ages; ability to read and understand rules and regulations especially as related to securing funding; ability to speak, read and understand French/Creole; ability to express oneself clearly both orally and in writing; ability to meet the public and to address groups effectively.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Public Administration, Sociology, Psychology, Education, Human Services or related field and two (2) years of paid or volunteer work experience which substantially involved the planning, management, program formulation and evaluation of programs for the community or for seniors or youth.

NOTES:

1. An additional year of the required experience may be substituted for the specialized degree.
2. The paid or volunteer work experience may have been obtained after, during or prior to completion of the bachelor degree.
3. Incumbents are expected to possess a Level II proficiency in French/Creole (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar, and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.