

City of San José
CLASS SPECIFICATION

TITLE: COMMUNITY SERVICES AIDE PT (6107)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non - exempt

CLASS SUMMARY: Under immediate supervision, performs work of limited difficulty to support City of San José personnel engaged in providing a variety of services to the public in the areas of recreation, leisure, education or personal growth. Typical assignments are in libraries, parks, community centers, sports fields, homework centers and other locations based in community areas.

DISTINGUISHING CHARACTERISTICS: This class is designed primarily for individuals who work twenty (20) hours or less per week and/or are less than eighteen (18) years of age. This classification may be used as the first level in conjunction with more than one classification series. It differs from the next higher class in a series in that incumbents in other classifications are required to have more education and/or experience, and are typically a minimum of 18 years of age.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Education and Experience:

No minimum education or experience required. Must be at least fourteen years of age.

Licenses/Certificates:

Possession of a Red Cross First Aid/CPR certificate may be required for certain positions.

Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):

Ability to understand and follow simple oral and written instructions.

Ability to communicate and work with the public.

Desirable Qualifications (depending on area of assignment):

Knowledge of common games, sports and recreation activities appropriate for all ages.

Knowledge of a specific subject (if assigned to a classroom or tutoring setting)

Knowledge of basic safety procedures.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Knowledge of basic office procedures and equipment.

Knowledge of basic computer applications and/or the internet.

Ability to learn a variety of filing systems.

Ability to compile information and data.

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Good organizational skills.

If assigned to the Library to perform the “shelving” function:
Ability to learn Library filing systems.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Assists in conducting group or individual activities such as games, sports, crafts, service activities, recreation activities, basic customer service, activity sales, program registration, food servicing, and attraction operations at parks and community centers; class instruction or tutoring activities; and other community activities.	Varies
2.	Assists in maintaining the appearance of the public facility by clearing tables, floors, equipment, and other surfaces. May also assist in opening or closing the facility and attractions. May assist with the display of information or materials.	Varies
3.	Issues and collects supplies and equipment.	Varies
4.	Performs basic office support duties such as answering the telephone and taking messages, providing routine information, or referring calls to the appropriate individual; making copies; filing; using computer applications such as Word or Excel. (Note: These duties would be related to conducting group or individual activities and assisting in implementation of various community programs but would not normally constitute a majority of the job assignment).	Varies
5.	Works with other personnel to assist in implementation of various community programs.	Varies
6.	Assists class instructors and tutors in preparation of materials and facilities, recordkeeping, issuing equipment and supplies and facilitating group or individual activities (which may require knowledge of a specific subject). May also assist tutors by helping students with homework assignments and instructing them on use of the computer (typically assigned to help tutor younger students).	Varies
7.	Monitors program participants and reports their activities or progress.	Varies
8.	Assists other personnel by gathering information that could be used in reports or used as a basis for making decisions.	Varies
9.	If assigned to the Library to perform the “shelving” function: Unpacks, checks in (i.e., scans bar codes), sorts and delivers library materials (such as mail, books, and materials received from branch libraries). Re-shelves library materials according to library procedures. Clears tables and other library areas of materials; straightens seating areas. May arrange, move, post and display library materials as instructed. May also assist others in activities related to opening and closing the facility	
10.	Performs other duties of a similar nature or level.	As Required

CLASSIFICATION HISTORY Created 7/89, Rev. 10/89, 12/96, 1/98, 2/98, Ret. & Rev. 5/03 (formerly Recreation Aide), Rev. 3/12 6107s004