

## City of San José

**COMMUNITY ACTIVITY WORKER (FT) (6101)**  
**COMMUNITY ACTIVITY WORKER (PT) (6105)****CLASS PURPOSE**

Under general supervision, performs work of moderate difficulty in the development and coordination of a Community Services Program and organizes, coordinates, and supervises specialized activities or specialized programs to meet the needs of the neighborhood. Informs residents and youth of City and other services, making presentations to neighborhood groups and assisting them in planning, selecting, and implementing programs to improve the quality of life. Interacts with other governmental agencies, local businesses, and City Departments. Performs related work as required.

**TYPICAL DUTIES AND RESULTS** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Participates in planning and coordinating in-service training and development of program aids and materials.
- Performs public contact and liaison work in explaining and interpreting program.
- Prepares and monitors budget and timesheets.
- Prepares monthly reports, correspondence, and press releases, and assists in grant writing.
- Coordinates with governmental agencies, local businesses, and City Departments.
- Conducts and facilitates workshops for the neighborhood.
- Surveys targeted neighborhoods needs via methods including telephone surveys or door-to-door canvassing.
- Provides information to residents on accessing City services or other service providers.
- Assists in planning and implementing special activities or programs, such as community service projects, community meetings, community/graffiti clean-ups, tree-planting, tutoring, or sports activities.
- Renders first aid in case of injury; watches for the safety of participants and spectators.
- Designs and produces flyers and announcements.
- May be required to provide bilingual translation, both orally and in writing.

**DISTINGUISHING CHARACTERISTICS**

This class differs from the next higher class of Community Coordinator in that the incumbents of the latter class may supervise this class and their level of responsibilities far exceeds those of the Community Activity Worker.

## QUALIFICATIONS

### Minimum Knowledge, Skills and Abilities

- Ability to understand and follow simple oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to express oneself clearly and concisely, both orally and in writing.

### Competency Knowledge, Skills and Abilities

- Knowledge of available City and other community assistance services.
- Knowledge of community issues and concerns.
- Knowledge of the detrimental effects of gangs and drugs on neighborhoods.
- Knowledge of the basic principles and techniques of first aid, including cardiopulmonary resuscitation (CPR).
- Ability to conduct community meetings.
- Ability to keep records and make reports.
- Bilingual Spanish/Vietnamese/Cambodian Speaking desirable.

### Education

Graduation from high school or equivalent (General Education Development (GED) Test or California Proficiency Certificate).

### Experience

Two years of full-time equivalent experience (4160 hours) in organizing groups for community action.

### Acceptable Substitutions

One year of college (30 semester units) may be substituted for one year of the required experience.