

CITY OF MILPITAS
Effective: July 2000
Revision: June 29, 2001
EEOC: Admin Support
Unit: Protech
FLSA: Non-Exempt
Physical: 1

RECREATION SERVICES ASSISTANT IV
Child Care Resource & Referral Coordinator

DEFINITION

Manages the resource and referral components of the Child Care Program. This position offers assistance to parents looking for child care within the Milpitas metropolitan area; provides liaison and clerical support services to the Milpitas Alliance for Better Child Care; oversees the City of Milpitas Individual Family Child Care Assistance Fund; and works closely with the staff providing support, programs and workshops for parents, providers, and the general public.

DISTINGUISHING CHARACTERISTICS

This is the supervisory class in the Recreation Services Assistant series. The Recreation Services Assistant IV is distinguished from the III level by responsibility assumed for serving in the supervising capacity of other assigned recreational services personnel and by the performance of the more complex and responsible duties assigned to positions in this series. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance of the job duties and work independently.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Services Supervisor according to assigned area of responsibility.

Exercises direct supervision over assigned recreational services personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- ◆ Plan, organize and direct recreational activities for assigned area of responsibility.
- ◆ Direct work of volunteers, recreation leaders and other recreational services personnel.
- ◆ Develop and coordinate promotional activities including fundraising, special events and media relations.
- ◆ Ensure compliance with City policies and procedures.
- ◆ Maintain supplies equipment and records as needed.
- ◆ Provide staff training in area of assignment.
- ◆ Maintain records on program activities.
- ◆ Coordinate child care resources/referrals and related activities for the City of Milpitas.
- ◆ Assists child care providers and the private sector in identifying, developing and increasing children services.

- ◆ Assist the public in securing suitable child care arrangements.
- ◆ Support the daily operational needs of the preschool coordinator, staff, parents/participants, instructing classes.
- ◆ Prepare reports, studies, special projects and other data that is required for presentation and review by the Recreation and Community Services Department Head, City Council, or any other official body.
- ◆ Research grant opportunities involving children's programs.
- ◆ Monitor and modify the Child Care Grant Program as needed.
- ◆ Coordinate with other local child care and school age recreational programs in maximizing services.
- ◆ Educate and train child care providers, parents and preschool staff on a regular basis with respect to quality care.
- ◆ Network with child care coordinators in Santa Clara County
- ◆ Network with local child care resource and referral agencies.
- ◆ Attend support group meetings for family child care and centered based providers.
- ◆ Provide and informational child care brochure for the public.
- ◆ Assist in the coordination of city wide special events.
- ◆ Work closely with the City of Milpitas Recreation Services child care coordinator and preschool coordinator.
- ◆ Performs other duties as assigned.

MIMIMUM QUALIFICATIONS

Knowledge of:

- ◆ Purposes and practices of municipal recreational programs.
- ◆ Modern office practices and principles.
- ◆ Safe work practices.
- ◆ Principles of supervision and training.
- ◆ Lifting and moving a minimum of 20lbs of equipment.
- ◆ Modern Child Care business practices, program content and implementation.

Ability to:

- ◆ Communicate and work effectively with the public and City personnel.
- ◆ Establish and maintain program procedures and policies.

- ◆ Establish and maintain training and staff appreciation procedures.
- ◆ Keep and maintain program records.
- ◆ Plan, organize and direct the work of others.
- ◆ Work independently.
- ◆ Assess program needs and implement policy changes when necessary.
- ◆ Prepare detailed reports and other written materials based on oral and written information.
- ◆ Assess community needs.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Early Childhood development background and coursework.

Experience:

Two years supervisory experience in a child care program, family child care home or resource and referral department.

LICENSE AND CERTIFICATES

- ◆ Appropriate valid California driver's license and satisfactory driving record. (DMV printout required)
- ◆ Certification in First Aid and CPR.
- ◆ Proof of TB (Tuberculosis) clearance test.

Approved by:

City Manager

Date