

**EAST BAY REGIONAL PARK DISTRICT**  
**COMMUNITY OUTREACH COORDINATOR**

**GENERAL FUNCTION:**

Under supervision, performs professional, administrative and support tasks to serve as Community Outreach Coordinator in strengthening, facilitating and supporting outreach effort to groups serving underserved communities, including at-risk youth, individuals with disabilities and seniors. Works to promote and encourage such individuals and groups to participate in the District's interpretive, recreation and leisure services. Performs record keeping and administrative support for the Interpretive and Recreation Services Department and other work as required.

**ESSENTIAL FUNCTIONS:**

Initiates and cultivates collaborative partnerships with agencies and groups that work with or provide services/support to underserved communities in Alameda or Contra Costa County. Serves as District representative to provide Interpretive and Recreation program outreach. Conducts meetings to determine community programming needs. Works with programming and Parks Express staff to ensure successful service delivery. Coordinates with other departments to provide program services, outreach delivery and prepare staff reports. Makes presentations about District programs and services to local community groups, and staffs events that further the District's outreach program goals. Participates in program development, planning and evaluation; responsible for annual assessment and evaluation of department outreach program.

**OTHER FUNCTIONS AND DUTIES:**

Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's Degree from an accredited college or university, with major work in Social Work, Recreation, Environmental Education, Park Management, Public Administration, Business Administration, or closely related area, and
- Experience: One year of recent experience in recreation, education or interpretive program planning, social work or delivery, with emphasis on community organizing.
- Supervisory: Experience is highly desirable.
- Substitution: One additional year of appropriate work experience may be substituted for one year of the required college education, or a Bachelor's degree in an unrelated field, with completion of twelve or more semester units of Recreation and/or Interpretive specific course work.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and familiarity with community development principles and tools that strengthen community participation. Ability to plan and facilitate meetings, identify community needs, work with community leaders and volunteers of diverse backgrounds. Knowledge of grant writing,

**EAST BAY REGIONAL PARK DISTRICT  
COMMUNITY OUTREACH COORDINATOR JOB DESCRIPTION**

Page 2

project administration and evaluation process. Strong written and verbal communication skills to deliver public presentations. Coordinate interagency and interdepartmental meetings in order to cultivate relationships with key internal and external stakeholders.

**SPECIAL CONDITIONS OF EMPLOYMENT:**

A valid California driver's license is a condition of initial and continued employment in this classification. May be required to work unusual hours, weekends and holidays.

**REPORTS TO:** Chief of Interpretive and Recreation Services

**SUPERVISES:** Onsite direction of temporary employees and/or seasonal workers.

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 3/29/2008:

Level: \$5,118.75- \$5,585.13

Adopted by the Board: Dec. 18, 2007 Resolution #: 2007-12-342

Approved by G.M. April 21, 2008

Approved by G.M. August 28, 2008