

CITY OF CORAL SPRINGS
Classification Description

CLASSIFICATION TITLE: Community Involvement Coordinator
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under direction, the purpose of the position is to coordinate and monitor the daily operations of the community relations and safety programs. Employees in this classification function in a lead capacity and are responsible for developing, planning, budgeting for the School Safety Town Program, special events, geriatrics programs, child safety programs and other community involvement/contribution activities. Objective is to encourage community involvement and establishing public participation.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops, coordinates and implements annual School Safety Town Program for all elementary schools.
- Coordinates and manages Geriatric Management/Professional Guardian Program, e.g., assists with investigations and documentation of neglect reports and cases; case management with individuals, families and agencies.
- Collaborates with various government agencies, e.g., Department of Children and Families, Department of Elder Affairs, Broward County Courts.
- Develops, coordinates, promotes and implements various special events, e.g., Cops and Lobsters, car shows, Torch Run.
- Recruits volunteers for special events and community involvement; participates in all events.
- Organizes and administers Seniors And Law Enforcement Together program; arranges meals; schedules guest speakers; generates promotions to enhance participation.
- Coordinates and administers the Child Passenger Program, e.g., schedules appointments for fitting station; maintains supplies; administers continuing education program for the public, program technicians and personal learning.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School Diploma or GED; supplemented by six (6) to eleven (11) months experience in the field of public relations and/or working with children; or an equivalent combination of education, training, and experience.

Community Involvement Coordinator

Knowledge, Skills, & Abilities –

Knowledge of business English and spelling.

Knowledge of the objectives, principles, practices and procedures of community relations and child safety programs and concepts.

Knowledge of current safety/health laws, e.g., child restraint, seat belts, geriatric care.

Knowledge of resources and agencies available for support in community involvement programs.

Ability to understand, follow and lead written and oral instructions.

Ability to develop, coordinate and promote activities to achieve wide-spread participation and successful community involvement programs; ability to effectively direct and monitor staff comprised of volunteers and City employees engaged in participating and implementing community programs and activities.

Ability to plan, organize, and coordinate schedules and programs.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to effectively develop and promote various special events, geriatrics programs, child safety programs and other community involvement/contribution activities.

Skill in establishing and maintaining effective working relations with employees, management and the general public.

Skill in written and oral communications for the effective public presentation of community programs and events; ability to speak before a public audience.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing, use of fingers, and repetitive motions, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

ENVIRONMENTAL REQUIREMENTS:

Some work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

Some tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.