



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Youth and Aquatics Program Coordinator	Department: Community Education and Communications	Bargaining Unit:
Immediate Supervisor: Director of Community Services & Communications	Comparable Worth Rank:	FLSA Status: Exempt

Job Summary:

Under the direction of the Director of Community Services & Communications, the Youth and Aquatics Program Coordinator is responsible for planning, implementing and coordinating recreational and youth enrichment class opportunities and for overseeing the operations and staff engaged in the aquatics program. This position is responsible for overseeing recreational staff and contracted enrichment personnel/instructors; for marketing youth enrichment and recreational programs/classes; participating in registration activities; and providing customer services to address the questions, issues or concerns of the public regarding program responsibilities.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides customer service and registration assistance. Assists in registering participants in youth enrichment and recreational programs. Addresses inquiries and questions of the public concerning program services, classes, availability, etc.
- Implements both new and ongoing classes for youth enrichment in aquatics.
 - a) Assures the reservation of classrooms or facilities required for programs/classes.
 - b) Monitors enrollment and registration procedures for enrichment programs. Coordinates and assists in the registration of all community education classes/programs and addresses questions and performs help desk functions.
 - c) Determines community needs for programs and services by analyzing registration data, course evaluations, networking with programs, other districts, organizations, business leaders or other professional resources.
 - d) Partners with the business community to gain support and assistance in supporting program efforts and in assessing community needs and issues.
- Promotes, markets and performs a variety of public relations activities and functions associated with assigned programs.
 - a) Informs the community of program offerings through community service catalogs, flyers, presentations or other marketing efforts.
 - b) Promotes and markets programs through social media, websites, new articles, press releases, flyers, radio announcements, and/or cable TV promotions, etc.
 - c) Plans, participates in or coordinates various outreach and fundraising events, activities or efforts.
 - d) Conducts and implements participant surveys to assess and evaluate programs.
- Recruits, hires, evaluates, orients and monitors instructors and aquatics personnel for assigned programs.

- a) Supervises and monitors the implementation of ongoing classes and activities.
- b) Ensures all staff have appropriate training; conducts group or individual staff meetings; communicates with staff via text, phone, emails, or face-to-face interactions.
- Recommends, administers and monitors program budgets.
 - a) Administers program expenditures.
 - b) Purchases and or approves the purchase of supplies and equipment for the program(s).
 - c) Collects fees for scheduled activities (i.e. open gyms and open swimming), prepares deposits, enters collections into the system and balances the revenues and expenditures.
 - d) Seeks alternative funding sources to help support the programs and needs of the programs. Prepares grant applications and engages in fundraising activities and events, if available.
- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
 - b) Keeps abreast of changing developments, trends, and technologies within the field.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Aquatics personnel	11
TOTAL		11
INDIRECT SUPERVISION:		
Number of employees indirectly supervised: Contracted youth enrichment instructors		Total:
LICENSE/ CERTIFICATION	Identify licenses/certification required: Valid MN driver's license or evidence of equivalent mobility. CPR, First Aide, AED, and Blood Borne Pathogen and Lifeguard Certification/Training.	
HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Duties associates with the position are generally supervisory and administrative in nature involving minimal exposure to disagreeable environmental or physical hazards or risks.	

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)			
less than high school diploma			Bachelor's Degree			
High school diploma or GED.			Major field of study or degree emphasis: Recreation, Community Education, Education or closely related area.			
1 year college		2 years college				
3 years college	x	4 years college				
1st year graduate level						
2nd year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:			
<ul style="list-style-type: none"> • Fundamentals of supervisory theories and principles. • Concepts, principles and philosophy of lifelong learning, public education and the relationship of community education to K-12 education. • Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects. • Fundamentals and basic knowledge of recordkeeping and bookkeeping. • Basic computers and related software applications and general business equipment. • Community resources and community organizations within the community. • Theories, philosophy and approaches to programming, evaluation, and implementation. • District administrative policies and procedures pertinent to the activities and programs of Community Education. • MN laws, rules or regulations pertaining to programs and services. 						

Required Work Experience in Addition to Formal Education/Training:
Requires a minimum of 1 year experience planning and implementing community education programming and services.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Managing, delegating, monitoring, evaluating, and training staff directly or through assigned lead personnel. • Planning and implementing new programs and services. • Conducting public relations and community involvement activities in promoting and informing the public in program activities and functions and in assessing the needs of the community. • Assisting outreach activities and promoting program services through catalogs, brochures, flyers or other communication materials to promote the services of the program/department. • Performing administrative activities and functions required of the program such as monitoring program expenditures/revenues; locating and applying for grants; preparing departmental reports; coordinating the preparation of department records, files and
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program materials.

- Assessing and evaluating program objectives and conducting needs assessments.
- Customer service, business etiquette, and human relations skills in assisting, screening, handling and dealing with informational requests of both district staff and the public.
- Organizing, coordinating and monitoring facility scheduling, activities and functions of a program area consistent with established procedures, rules and policies.
- Prioritizing work and office organizational functions.
- Applying judgment, problem-solving and decision making to situations and activities in assigned program areas in accordance with district policies and administrative rules.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs			X	
Walk			X		Up to 25 lbs		X		
Sit			X		Up to 50 lbs		X		
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 5/2015 by BCC; Updated 7/2015

