

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

COORDINATOR OF COMMUNITY SERVICES AND COUNTY INTERLOCAL AGREEMENTS

QUALIFICATIONS:

- (1) Experience working with youth in schools and community.
- (2) Bachelor's Degree required. Associate's Degree with related experience may be substituted for the Bachelor's Degree
- (3) Such alternatives to the above as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public school policies and procedures. Excellent public oratory skills. Planning and organizational skills. Positive leadership skills. Ability to work cooperatively with a wide variety of people. Ability to inspire others, lead when times are difficult, maintain a healthy, positive attitude about the future and be able to act decisively. Ability to work cooperatively with governmental agencies, community agencies and organizations. Must be able to effectively coordinate the planning and execution of the various Interlocal Agreements that the school district extends into with the county.

REPORTS TO:

Chief of Operational Services

JOB GOAL

To assist in the development, promotion, and operations of various community service programs to promote the emotional, physical and academic development of Flagler County Youth.

SUPERVISES AND EVALUATES:

Youth Services Site Managers, Youth Services Specialists and other assigned personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate schedules of all activities materials, equipment and supervision aspects of the total program.
- * (2) Provide leadership in the selection of staff and other personnel of the various community programs and facilities.
- * (3) Plan community programs for students after school.

Coordinator of Community Services and County Interlocal Agreements (continued)

- * (4) Coordinate the acquisition of equipment and supplies necessary to conduct a successful program.
- * (5) Responsible for oversight of the Youth Center programs and operations.
- * (6) Guide youth programs, including supervising Site Manager, Specialists, and volunteers in duties specific to the programs.
- * (7) Support, and work with team members in the implementation of youth activities.
- * (8) Evaluate program objectives, including data collection, record keeping and negotiating for grants.
- * (9) Manage budget and spending for youth program activities.
- * (10) Participate in staff trainings and development offered.
- * (11) Coordinate joint use projects as they relate to the various community programs and facilities benefiting Flagler County
- * (12) Acquire a thorough knowledge of the community and its population.
- * (13) Initiate and participate in community advisory, human relations, councils, and volunteer programs.
- * (14) Serve as liaison to the County government for appropriate community programs and Interlocal Agreements.
- * (15) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5

Salary Lane: Professional PAJ1

Approved 10/19/2021