

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Youth & Adult Enrichment Coordinator	Community Education and Services	Community Education Director
<b>JOB SUMMARY:</b>  Develop, promote, implement, supervise and evaluate youth and adult programs and activities		
<b>QUALIFICATIONS:</b>  Bachelors degree in Community Education, Recreation, Education or related field, valid driver's license		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

- |   |  |     |
|---|--|-----|
| 1 | Plan, implement and evaluate all aspects of the programs   | 53% |
| 2 | Recruit, select, direct, supervise, train and evaluate staff   | 15% |
| 3 | Manage registrations for the program and travel in district to supervise instructors at district schools   | 6%  |
| 4 | Establish community partnerships and maintain effective relationships with school personnel  | 6%  |
| 5 | Market youth activities including production of brochures and flyers   | 5%  |
| 6 | Develop, review and update procedures, handbooks, policies related to the programs   | 3%  |
| 7 | Purchase supplies and equipment and keep store room organized  | 3%  |
| 8 | Attend Community Education Advisory Committee meetings and participate in committees and organizations throughout the community that focus on youth and adult enrichment | 3%  |
| 9 | Enforce community education and other district policies and procedures   | 2%  |

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TASK NO.	DESCRIPTION	FREQUENCY
10	Attend meetings, workshops and training sessions as directed by Director	2%
11	Perform other duties as assigned.	2%

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE