

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### COMMUNITY SERVICES MANAGER

#### QUALIFICATIONS:

- (1) Experience working with youth in schools and community.
- (2) Associate's Degree required.
- (3) CPR and First Aid certification, or be willing to obtain it within 6 months of employment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public school policies and procedures. Excellent public oratory skills. Planning and organizational skills. Positive leadership skills which will enhance and enrich the designated Youth Services Site. Must possess an ability to work cooperatively with a wide variety of people. Must be able to maintain a healthy, positive attitude about the future and be able to act decisively.

#### REPORTS TO:

Supervisor of Community Services and County Interlocal Agreements

#### JOB GOAL

To assist in managing an effective and successful Youth Services program in accordance with rules and regulations.

#### SUPERVISES AND EVALUATES:

Youth Services Specialists and As-Needed Site Assistants

#### PERFORMANCE RESPONSIBILITIES:

- (1) Coordinate schedules of all activities materials, equipment and supervision aspects of the designated Youth Services site.
- \* (2) Plan and supervise programs for students after school.
- \* (3) Responsible for day-to-day operations of the youth program
- \* (4) Create a monthly program calendar, including daily schedule and special events.
- \* (5) Build relationships to strengthen and promote social and emotional growth of youth.
- \* (6) Participate in weekly staff meetings.
- (7) Coordinate the scheduling of activities to avoid conflicts and ensure the best use of facilities and other resources.
- (8) Use effective, positive interpersonal communication skills.
- \* (9) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (10) Assist the Supervisor of Community Services and County Interlocal with the hiring of site staff

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**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:** 14

**Salary Lane:** Professional PACZ

**Date Approved:** 06/18/2024