

Job Description

Position Title	Community Education Youth Enrichment Coordinator		
Building	Panther Field House	Department	Community Education
Hours	40 per week	Supervisor	Community Education Director
Band and Grade	B-23	Tools and Equipment	Computer, iPad, applicable software, calculator, phone, copy machine, recreation equipment

Primary Function	Provides leadership in the coordination of enrichment and recreation programs by providing appropriate academic, social, and recreational opportunities to meet the assessed needs of District residents.
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Essential Duties	
1	Oversees recreation programs – Serves preschool through adults throughout the entire year.
2	Oversees youth enrichment programs – Serves preschool through grade 12, before and after school, non-school days, and the summer programs.
3	Plans and implements comprehensive enrichment and recreational opportunities to meet defined community needs.
4	Recruits, trains, schedules, and evaluates instructors.
5	Communicates with and responds to concerns of customers.
6	Assists in budget development and manages financial aspects of programs.
7	Coordinates detailed arrangements/preparation for activities with building staff.
8	Prepares supply orders for the program within the limitations of the budget.
9	Works with the Director and advisory councils to develop and monitor the budget throughout the year.
10	Represents Community Education in collaborative efforts as assigned by the Director.
11	Coordinates production of Community Education brochures.
12	Develops and oversees distribution of appropriate targeted marketing materials for assigned programs.
13	Performs light cleaning, organization, and maintenance at times as necessary.
14	Assists Activities Director in setting up equipment as needed.
15	Responsible for keeping his or her portion of the website updated.
16	Performs other duties of a similar nature and/or level.

Minimum Qualifications	College graduate or experienced in Community Education and/or recreation.
Knowledge Required	<ul style="list-style-type: none"> • Knowledge of Community Education and the Panther Field House. • Knowledge of community resources. • Knowledge of program procedures and services as related to area of assignment. • Knowledge of business English, punctuation, grammar and spelling. • Knowledge of general office equipment. • Knowledge of computers and related software.
Skills Required	<ul style="list-style-type: none"> • Skill in applying office principles and procedures. • Skill in using computers, the internet, desktop publishing, and related software applications. • Skill in using general office equipment. • Skill in programming enrichment and recreation activities. • Skill in working collaboratively and maintaining positive relationships with students, school, and Community Education staff, parents, instructors, advisory council members, and community members. • Skill in expanding lifelong learning opportunities based on needs assessment of communities. • Skill in communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
Physical Activities/ Requirements	<p>Balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</p>