



ACTIVITIES & COMMUNITY EDUCATION

Community Education & Activities Secretary

Connecting students, families, staff, and community through organized programs and responsive service.

This full-time, hourly, non-administrative position provides secretarial support for student activities and community education. The Secretary manages registrations and records, assists with schedules and events, processes fees and routine paperwork, prepares communications, and serves students, families, staff, instructors, and community members.

Position at a Glance

EMPLOYMENT

Full-time | 12-month | Hourly

REPORTS TO

Director of Student Activities and Community Education Coordinator

DEPARTMENT

Student Activities & Community Education

SUPERVISES

None

WRITTEN AND REVISED

Fall 2026

JOB EVALUATION DATE

TBD

Role Focus

25%



STUDENT ACTIVITIES | Auxiliary accounts, transactions, statements, and advisor and coach support

25%



COMMUNITY EDUCATION | School-year and summer program creation, registration, participant service, and records

20%



FINANCIAL & PURCHASING | Fees, deposits, orders, invoices, and account support

15%



SCHEDULING & EVENTS | Facilities, calendars, facility-use contracts, building access, and logistics

12%



COMMUNICATIONS & OFFICE | Correspondence, publications, websites, and service

3%



SYSTEMS & OPERATIONS | Door security, access systems, data systems, procedures, and continuity

Qualification Snapshot

EDUCATION

High school diploma required; postsecondary training in office support, bookkeeping, or business preferred

EXPERIENCE

Secretarial, office management, customer service, registration, scheduling, or related school experience preferred

KNOWLEDGE

Office systems, registration and scheduling software, records, basic bookkeeping, and data privacy

Core Capabilities

- Strong office administration, recordkeeping, registration, and customer service skills.
- Ability to maintain accurate activity and community education records and process routine financial transactions.
- Ability to use registration, scheduling, student, accounting, and web-based systems.
- Sound judgment, organization, discretion, and confidentiality.
- Excellent written, verbal, interpersonal, and organizational skills.
- Ability to coordinate schedules, facilities, forms, and deadlines across multiple programs.
- Ability to create clear correspondence, flyers, programs, brochures, and online information.
- Interest in student activities, enrichment, recreation, and community programs.

01 Student Activities Administration**25%***Auxiliary accounts, transactions, statements, and advisor and coach support***ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains accurate auxiliary account records, including checks, deposits, monthly statements, and year-end documentation.
- Works with activity advisors and coaches to process transactions, maintain required records, and respond to routine account questions.

02 Community Education Services**25%***Program registration, participant records, customer service, and program support*

- Processes registrations for community education classes, recreation, enrichment, and other district programs.
- Maintains rosters, waitlists, attendance, fees, payments, discounts, scholarships, and refund records; communicates changes and cancellations.
- Provides courteous support to participants, families, instructors, volunteers, and community organizations and resolves routine registration issues.
- Assists with instructor and volunteer forms, supplies, room arrangements, participant communications, and program evaluations.
- Creates and maintains school-year and summer recreation programs.
- Coordinates driver education class schedules, registrations, instructor communications, required paperwork, and contracts.
- Manages Kids Club online registration, weekly billing, fee tracking, and participant lists.

03 Financial & Purchasing Support**20%***Fees, deposits, purchasing, invoices, account transactions, and records*

- Enters requisitions, seeks quotations as directed, places orders, and documents receipt of equipment and supplies.
- Collects and processes activity and community education fees, gate and concession receipts, fundraiser donations, receipts, refunds, and deposits.
- Processes student activity account transactions and routes invoices, timesheets, and payment paperwork for workers, officials, and instructors.
- Pulls periodic financial reports, maintains supporting records, and assists the Director with routine budget monitoring.

04 Scheduling & Event Coordination**15%***Facilities, calendars, contracts, building access, and event logistics*

- Coordinates practice, game, event, class, and facility schedules and maintains accurate shared calendars.
- Secures and processes required paperwork for event workers, officials, transportation providers, non-conference contracts, and instructors.
- Coordinates room and facility needs, setup, custodial services, technology, and equipment requests as directed.
- Communicates schedule changes and cancellations and assists with activity-event and community-program logistics.
- Prepares and sends facility-use contracts and invoices and schedules building access for outside groups.

05 Communications & Office Support**12%***Correspondence, publications, websites, files, and front-office service*

- Provides secretarial support by preparing correspondence, flyers, programs, brochures, catalogs, forms, meeting materials, and files.
- Answers phones, email, and in-person inquiries and provides efficient, courteous service to students, families, staff, and the public.
- Maintains district, conference, and MSHSL websites and community education registration pages, calendars, and program information.
- Assign and manage access fobs for school employees and other authorized individuals.

06

Systems & Operational Support

3%*Concessions, door security, access systems, immediate needs, and continuity*

- Supports concessions by ordering and stocking supplies, scheduling work groups, maintaining inventory, and processing event receipts.
- Administers door-security and other electronic access systems, programs key fobs for staff, coaches, and other authorized users, and safeguards confidential access data.
- Addresses routine immediate needs in the Director's absence and refers safety, policy, personnel, or unusual matters to an administrator.
- Documents procedures and participates in cross-training to support consistent service and operational continuity.

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Professional Context

Decision-making, working conditions, physical effort, and mental effort

Decision-Making, Freedom to Act, and Major Challenges

The Community Education & Activities Secretary uses established district procedures, approved schedules, program information, registration rules, and supervisor direction to complete work and resolve routine questions. This non-administrative position does not independently approve programs, establish fees, determine eligibility exceptions, hire or discipline personnel, sign contracts, or commit district funds. Questions outside established procedures are referred to the Director or another appropriate administrator.

Working Conditions

Work is performed primarily in an office and at district activity or community education locations. The position includes frequent public contact, concentrated work during registration and event periods, and occasional evening or weekend responsibilities.

Physical Effort

The position requires extended periods of sitting and repetitive use of computers and other office equipment, with occasional lifting and movement of records, supplies, products, and equipment weighing up to 25 pounds.

Mental Effort

The position requires accuracy, organization, and timely completion of multiple tasks despite frequent interruptions. The Secretary must manage overlapping calendars and deadlines, handle money and records carefully, communicate calmly with the public, and shift priorities when activities, events, or programs change.

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Accountability & Expected Outcomes

Position accountability and annual performance expectations

A performance evaluation will be conducted annually by the Director of Student Activities and Community Education Coordinator.

Supervision of Others

The position does not supervise other employees. It coordinates routine paperwork, schedules, and information for coaches, advisors, instructors, officials, event workers, volunteers, and community groups under the Director's guidance.

Machines, Tools, Equipment, Electronic Devices, and Software

- Operates standard office technology; registration, scheduling, student, and accounting systems; websites and web applications; and the door-security system.

Job Outcomes

- Maintains accurate, complete, current, and secure student activity and community education records.
- Processes registrations, fees, payments, deposits, refunds, purchases, and routine account transactions accurately and on schedule.
- Keeps schedules, facilities, rosters, event-worker information, and program communications current and coordinated.
- Provides timely support that allows the Director, coaches, advisors, and instructors to focus on program leadership and participants.
- Keeps websites, registration pages, publications, calendars, forms, and public information accurate and current.
- Provides students, families, staff, participants, instructors, and community members with responsive and respectful service.
- Maintains appropriate confidentiality and security for student, participant, payment, and other sensitive information.
- Documents procedures and maintains reliable systems that support continuity, internal controls, and efficient operations.
- Supports a positive, cooperative, welcoming, and service-oriented activities and community education office.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.