

**Monticello Public Schools  
ISD #882  
JOB DESCRIPTION**

**Position Title: Community Education (CE)  
Program Coordinator**

**Department: Community Education**

**Exempt Status: Exempt**

**Reports To: Director of Community Education    Date: May 25, 2017**

**Approval: Assistant Superintendent**

**JOB SUMMARY:** Under the direction of the Director of Community Director, the Community Education (CE) Program Coordinator assist with the developing, planning and evaluating all recreation and enrichment programs. CE Program Coordinator is also responsible for facility use and scheduling.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

40% Facility Use and Scheduling

- A. Coordinate and maintain district facility schedules for all non-school times.
- B. Coordinate and schedule with internal and external facility users and renters.
- C. Maintain billing and records for external users.
- D. Hire, Supervise and schedule theatre techs.
- E. Coordinate additional staff needs for external users.

40% Program Management and Evaluation

- A. Collaborate with a variety of community organizations to avoid duplication and coordination of services and programs.
- B. Evaluate class/program effectiveness and participant satisfaction. Provides program and participant data to the Community Education Director and advisory council.
- C. Recruits, monitors and evaluates instructors.
- D. Coordinate, plan, develop and implement a variety adult and youth recreation and enrichment programming.
- E. Ensure use of best practices in recreation and enrichment programming.
- F. Recommend program changes, goals and objectives.
- G. Provide assistance to all stakeholders concerning recreation and enrichment programs.

10% Marketing

- A. Promote programs and recruit participants through brochures, flyers, advertising, etc.
- B. Develop and maintain relationships within the school district and outside organizations.
- C. Attend and participate in advisory council meetings and serve as liaison with other programs.

5% Budget/Finance

- A. Assist with the establishment, administration, and evaluation of annual program budgets.

- B. Works to find additional funding sources and maintains records needed.
- C. Manages supplies, materials and equipment for the program and purchases as needed.
- D. Research program costs and recommends course fees.

5% Professional Development

- A. Maintain active memberships in professional organizations.
- B. Attends meetings, in-services, and workshops as needed.

Performs other duties as assigned or requested.

## **WORK REQUIREMENTS AND CHARACTERISTICS:**

### **Education/Certification Requirement:**

- Bachelor's degree in Community Education, Parks and Recreation or similar field.
- Valid MN driver's license without restrictions.

### **Experience:**

- One (1) to three (3) years of experience in community education or parks and recreation is preferred.

### **Essential Skills Required to Perform the Work:**

- Excellent oral and written communication skills.
- Excellent interpersonal relationship skills.
- Knowledge of best practices in community education and recreation.
- Skilled in problem analysis, data collection and problem solving.
- Ability to make decisions and act within the district and program policies, procedures and guidelines.
- Ability to plan and implement promotional programs.
- Proficient in creating and maintaining budgets.
- Ability to work as a team member.
- Ability to make formal presentations and effectively present information and respond to questions from administrators, teachers, other district employees, students, and the general public.
- Ability to organize, direct and administer programs and personnel.
- Intermediate computer skills.

### **Machines, Tools, Equipment, Electronic Devices, and Software Required:**

- Operates office equipment including computer, printer, copy machine and phone/mobile phone.
- Uses multiple software applications including word processing, spreadsheet, email and presentation applications.

### **Supervision of Other Employees:**

- Position requires supervision of recreation and enrichment program staff.

### **Physical Job Requirements:**

- Position involves frequent sitting, standing and walking.
- Position involves listening, speaking clearly and visual acuity.
- Position occasionally lifts and moves up to 20 pounds.

**Mental Job Requirements:**

- Position involves setting priorities and meeting frequent deadlines.
- Position involves responding to multiple and sometimes simultaneous requests for assistance.
- Position involves working with students and parents in a positive manner.
- Position involves need for accuracy and detailed work on a regular basis.
- Position involves handling multiple tasks while dealing with frequent interruptions.

**Working Conditions:**

- Normal office conditions.
- Requires travel to various buildings/sites.

**Job Outcomes:**

- Projects a positive, cooperative, and respectful attitude with community members, parents, students and other employees.
- Supports students and staff by providing services that support the educational activities and program to promote that students reach their full potential academically, emotionally, physically and socially.
- Contributes to the effective and efficient operation of the school department.
- Communicates effectively with school and community committees, advisory groups and personnel to establish a positive relationship with all.
- Develops and implements community education programs to better serve the needs of community members.

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