

Anoka Hennepin Independent School District #11

Position Standard

Community School Coordinator

Community School programs provide a variety of enrichment, recreation, and athletic classes and activities for youth and/or adults. Programs are located throughout the Anoka-Hennepin School District.

Community School Coordinators are responsible for the development, scheduling, marketing, and delivery of a broad range of programs after school, evenings, and/or weekends.

Essential Functions:

- Plan, organize, and administer enrichment, recreation, and athletic programs while staying current with trends and markets.
- Develop, coordinate, and implement marketing plan.
- Promote, publicize, and assess programs and services.
- Develop and monitor budget.
- Hire, train, and supervise Community School Programmers, support staff, building security, and program instructors.
- Facilitate community access to school facilities.
- Develop and maintain partnerships and collaboration with district and community organizations.
- Preparation and submission of statistical and state performance reports.
- Insure security of school building during assigned hours.
- Meet established program goals and standards.
- Perform other responsibilities and tasks as assigned.

Minimum Qualifications:

- Bachelor's degree.
- Experience in education, recreation, or related field.
- Experience coordinating and implementing programs for target audience.
- Experience recruiting and supervising staff and/or volunteers.
- Proficient computer skills, including using Internet search engines, email, and MS Office software.
- Excellent communication, human/public relation skills.
- Excellent organizational skills.
- Ability to work cooperatively in a team setting.
- Must be able to lift a minimum of 20 pounds.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

Preferred Qualifications:

- Bachelor's degree in field related to target audience preferred.
- Three to five years experience providing programs for target audience preferred.
- Experience working with community and non-profit organizations preferred.
- Community Education experience and/or Community Education degree preferred.

- Experience working with economically and culturally diverse populations preferred.
- Ability to work in a fast-paced, ever-changing setting preferred.
- rSchool Registration software experience preferred.

Physical Factors includes:

Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision, far vision (over 20’), visual accommodation; field of vision;

Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.

Occasional: exposure to weather when driving is required.