

# **Anoka Hennepin Independent School District #11**

## **Position Standard**

### **Community School Coordinator – Adult Programs**

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

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

#### **Essential Functions:**

- Plan, organize, and administer adult enrichment, recreation, and athletic programs.
- Develop, coordinate, and implement marketing plan.
- Promote, publicize, and assess programs and services.
- Develop and monitor assigned budgets.
- 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.
- Maintain appropriate professional memberships, attend meetings and conferences to sustain needed level of competence in assigned areas.
- Implement programming to maximize community engagement through sustained awareness of business trends and best practices.
- Perform other responsibilities and tasks as assigned.

#### **Minimum Qualifications:**

- Bachelor's degree.
- Experience in education, recreation, or related field.
- Experience coordinating, implementing programs, and working with programs for adults and adults with disabilities.
- Experience recruiting and supervising staff and/or volunteers.
- Proficient computer skills, including using Internet search engines, email, and MS Office software.
- Experience working with economically and culturally diverse populations preferred.
- Excellent communication, human/public relation skills.
- Excellent organizational skills.
- Proven leadership skills.
- Proven 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 adult enrichment, park and recreation, or continuing education preferred.
- Three to five years experience in adult programming preferred.
- Community Education experience and/or Community Education degree preferred.
- Experience working with community and non-profit organizations preferred.
- rSchool Registration software experience preferred.
- Google Apps experience preferred.
- Constant contact 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.