

Anoka Hennepin Independent School District #11

Position Standard

Community School Coordinator – Youth Programs for High School

Community School programs provide a variety of enrichment, recreation, and athletic classes and activities for Grade 9-12 students. Programs are located in each high school in 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 provide youth service opportunities that are meaningful, appropriate and safe.
- Develop, coordinate, and implement marketing plan.
- Promote, publicize, and assess programs and services.
- Develop and monitor budget.
- Monitor, collect, evaluate specific program participation.
- Coordinate recognition opportunities/events, as appropriate.
- Hire, train, and supervise Community School Programmers, support staff, building security, and program instructors.
- Recruit staff and/or volunteers to occasionally assist with service trips/projects.
- Schedule facility use for program-related meetings and activities.
- Develop and maintain partnership and collaborations/act as a communication resource for school and community service events.
- Work with community organizations to facilitate additional service opportunities.
- Preparation and submission of statistical and state performance reports.
- Meet established program goals and standards.
- Perform other responsibilities and tasks as assigned.

Minimum Qualifications:

- Bachelor's degree in related field.
- Experience in education, recreation, or related field.
- Experience coordinating, implementing programs, and working with programs for grade K-12 youth.
- Experience working with high school and economically and culturally diverse youth.
- Experience working directly with youth in the areas of youth service, youth development, youth enrichment and youth leadership.
- 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 youth development, or K-12 education preferred.
- Experience in a school based setting 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.