

Anoka Hennepin Independent School District #11

Position Standard

Adventures Plus Program Coordinator – Staffing & Training

Adventures Plus is a child care program providing before and after school care for elementary age students and is located in various elementary schools throughout the District. Program Coordinators work with Site Coordinators to provide the best possible program for Adventures Plus students and families within the guidelines approved by the School Board.

Staffing & Training Coordinator is responsible for recruitment, hiring, training, and coordination of Adventures Plus staff.

Essential Functions:

- Recruit, orient and train new Community Education employees.
- Recruit, train and coordinate supervision of all substitutes and volunteers.
- Facilitate and ensure employee completion of all mandatory trainings.
- In coordination with Employee Services, develop and maintain all relevant HR materials such as interview guides, job descriptions, evaluation, etc.
- Plan, develop and implement on-going staff development opportunities.
- Develop and implement procedures with local technical and community colleges to provide internship opportunities for students.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in elementary education, school-age care or related field.
- 5 years of management and supervisory experience required (multi-unit management preferred).
- Strong written and oral communication and organizational skills.
- Strong technology/computer skills.
- Strong background in quality assessment.
- Strong staff supervision and mentoring skills.
- Strong customer services and conflict resolution skills.
- Experience in conducting training sessions for larger groups (50 + preferred).
- Must be able to lift a minimum of 20 pounds.
- Willingness to participate and receive district training in CPI certification and/or CPR/First Aid certification for the Adventures Plus Program as needed.
- 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.

Preferred Qualifications:

- Degree in Human Resources preferred.

Physical Factors include:

Frequent: standing, walking, sitting, simple grasp, firm grasp, feeling, talking, hearing & visual accommodation;

Occasional: lifting above shoulder, lifting waist to chest, lifting below the waist, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, squatting, crawling, twisting/pivot, reaching, and fine manipulating.