

Anoka Hennepin Independent School District #11

Position Standard

Community School Programmer – Adult Programs

Community School Programmers are responsible for scheduling, marketing, and delivery of a broad range of classes and activities after school, evenings and/or weekends.

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

Essential Functions:

- Plan, organize, and implement an enrichment, recreation, and education programs.
- Promote and publicize classes and activities.
- Hire, train, and supervise program staff/instructors for classes and activities.
- Facilitate community access to school facilities.
- Develop and maintain partnerships and collaboration with district and community organizations.
- Insure security of school building during assigned hours.
- Participate in appropriate training to meet the changing trends and markets of adult learning.
- Perform other responsibilities and tasks as assigned.

Minimum Qualifications:

- High School Diploma or equivalent.
- Experience in education, recreation, or related field.
- Experience working with adults.
- Strong computer skills, including using Internet search engines, email, and MS Office software.
- Good communication. human/public relations skills.
- Strong 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.

Preferred Qualifications:

- Bachelor's degree in field related to adult enrichment, park and recreation, or continuing education preferred.
- One to three years experience implementing programs for adults preferred.
- Community Education experience preferred.
- Experience recruiting instructors and/or volunteers 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.
- Google Apps experience preferred.
- Constant contact software experience preferred.

Community School Programmer – Adult Programs

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.