

CHISAGO LAKES AREA SCHOOLS

TITLE: Community Education Program Coordinator

CLASSIFICATIONS: Community Education

QUALIFICATIONS:

1. Ability to supervise staff.
2. Experience in program administration.
3. Bachelor's degree in education, youth development, recreation or related field OR equivalent combination of education and career experience.
4. Ability to adapt and fulfill job responsibilities with minimal supervision.
5. Ability to communicate information clearly and concisely, both written and orally.
6. Ability to provide a high level of customer service.
7. Ability to establish and maintain effective communication and relationships.
8. Ability to research, analyze, and evaluate financial data.
9. Ability to work with other school personnel when implementing programs.
10. Highly organized, with attention to details and the ability to efficiently multitask and manage competing priorities and deadlines for multiple programs and projects.
11. Ability to cooperatively work with outside agencies in setting up appropriate programs.
12. Experience utilizing Eleyo preferred.

REPORTS TO: Director of Community Education

JOB PURPOSE: The Community Education Program Coordinator will be responsible for all recreation and enrichment programming for youth and adults. Evaluates, organizes, and administers youth and adult programs and district facility use. Supervise and train staff, coordinate programs and equipment needs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. This position will require a willingness to be flexible regarding the daily work schedule when needed and appropriate.
2. Develop, plan, organize, implement and coordinate Community Education recreation and enrichment programs, camps and clinics which includes keeping current with programs, hiring instructors, setting instructor wages and class fees, monitoring a budget, purchasing inventory and handling personnel issues.
3. Hires, schedules, and provides direction for program specific staff.
4. Plan and facilitate staff meetings and professional development for staff.

5. Create and monitor annual budgets to successfully implement programming.
6. Work collaboratively with district staff and community agencies to maximize opportunities for students, staff and program participants.
7. Attend Community Education staff meetings.
8. Attend CEAC (Community Education Advisory Council) meetings as requested.
9. Perform other services as directed by the Director of Community Education.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of personnel.