

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 the Community Pool, Wildcat Community Center and Recreation programming. Lead the development of the Community Education annual marketing plan. Evaluate current marketing channel usage, and suggest improvements/enhancements to maximize user experience. Assist with District wide communications. Works with staff to create key messages specific to program areas.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. This position will require a willingness to be flexible regarding the daily work schedule when needed and appropriate.
2. Manage overall Community Pool, Wildcat Community Center and recreation program operations and goals.
3. Oversees recreation program registration process to ensure appropriate staffing.
4. Hires, schedules, and provides direction for program specific staff.

5. Plan and facilitate staff meetings and professional development for staff.
6. Ensure effective communication and marketing of program areas
7. Create and monitor annual budgets to successfully implement programming.
8. Provide professional and timely communications, design and production support to programs for print, online and other marketing materials.
9. Continually monitor and support social media platforms and communications. Research new and expanded initiatives to capture attention and interest among audiences.
10. Monitor, implement and co-coordinate special events.
11. Work collaboratively with district staff and community agencies to maximize opportunities for students, staff and program participants.
12. Attend Community Education staff meetings.
13. Attend CEAC (Community Education Advisory Council) meetings as requested.
14. 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.