



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	4	2	

JOB TITLE	CONTRACT REFERENCE
Facilities, Adult Enrichment and Senior Programs Coordinator	Individual Contract
TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Community Education Director	January 2019

JOB SUMMARY

Coordinate district wide building facilities usage, plan and deliver a balanced enrichment program for adults & senior citizens, plan, develop and run programming for the senior center.

TASK NO.	FRE- QUENCY	BAND/ GRADE
----------	----------------	----------------

The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	<p>Coordinate the use of school district building spaces by approved community groups. Responsibilities include:</p> <ul style="list-style-type: none"> • Hiring, training, assigning and supervising building monitors for community use; • Meeting with major event and theater event users to ensure clear communication and expectations with staff and users; • Resolving building use related issues and problems; • Monitoring rental and equipment use invoices to ensure collection of fees and charges; • Work with the Auditorium and Events Coordinator on marketing efforts to increase revenue and use of space in district buildings; • Reporting and other responsibilities related to the community's use of facilities including adherence to Policy 902; and • Program budget oversight. 	20%	B2
2.	<p>Design, implement and evaluate balanced, self-supporting adult enrichment, and senior programming. Responsibilities include:</p> <ul style="list-style-type: none"> • Recruiting, hiring and supervising instructors; • Site arrangements; 	20%	C4

JOB TITLE**CONTRACT REFERENCE**

Facilities, Adult Enrichment and Senior Programs Coordinator

Individual Contract

– Page 2

	<ul style="list-style-type: none"> • Marketing preparation; • Program support, evaluation, and reporting; and • Program budget oversight. 		
3.	<p>Plan, implement and evaluate a balanced, self-supporting Senior Center. Responsibilities include:</p> <ul style="list-style-type: none"> • Daily operations of the senior center; • Recruiting, hiring, training and evaluating part-time and seasonal employees; • Preparation of a senior newsletter; • Marketing preparation; • Supervising programs and coordinate volunteers where necessary; and • Program budget oversight. 	20%	C4/B2
4.	<p>Registration and General Community Education Program Support:</p> <ul style="list-style-type: none"> • Provide customer service to community members who call or walking to the office; • Provide information regarding Community Education classes, register students for classes, and apply payments; and • Allocate assistance for fees per district procedure. 	10%	B2
5.	Create and distribute the Fridley Community Education Catalog.	10%	B2
6.	Conduct assessments and evaluations of community needs regarding enrichment programs based on input from participants, Senior Advisory Council and Community Education Advisory Council.	5%	C4
7.	Seek out and assess possible partnerships with other related agencies and organizations.	5%	C4
8.	Maintain positive and open communications with parents, Director of Community Education and other staff, and manage relations with other agencies related to the programs.	5%	B2
9.	Participate in team meetings and staff development activities. Represent Community Education on district-wide & other appropriate committees.	5%	C4
10.	Assume other responsibilities as requested by the Director of Community Education.		N/B

JOB TITLE

Facilities, Adult Enrichment and Senior Programs Coordinator

CONTRACT REFERENCE

Individual Contract

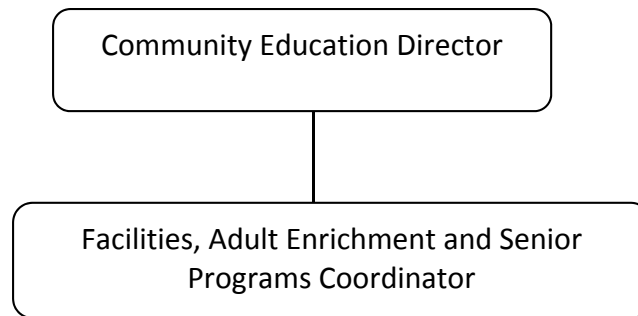
– Page 3

QUALIFICATIONS (Specific training or job experience required before appointment)

- Bachelor’s Degree in Education, Community Education, Human Services or related fields
- Experience with hiring and supervising staff
- Experience in working with budgets
- 2 years of experience in the field of Community Education
- Flexibility and availability to work a varied schedule as necessary to participate in meetings or events
- Ability to collaborate, coordinate, and work with diverse groups of individuals
- Excellent written and oral communication skills
- Energetic, positive and innovative personal style
- Ability to grasp the big picture and also attend to details
- Technical competency in word processing, spreadsheets, social media and other applications

Preferred Qualifications

- Master’s degree preferred

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

.....

WORK DIRECTION

ADVISE/INFORM

-.-.-.-

PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands

JOB TITLE

Facilities, Adult Enrichment and Senior Programs Coordinator

CONTRACT REFERENCE

Individual Contract

– Page 4

to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.