



ST. MICHAEL - ALBERTVILLE SCHOOLS

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POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Facilities and Activities Coordinator	Department / Building: Community Education & Activities
Reports To: Director of Community Education & Director of Activities	FLSA Status: Non-Exempt
Grade / Subgrade:	Bargaining / Work Unit: Non-affiliated
Duty Year: 260 days	Position Last Updated: 07-17-2023

SECTION II: JOB SUMMARY

The position is responsible for all district facility scheduling including coordinating the work schedules of activity center and dome staff while also assisting the director of activities with the scheduling and support of high school activities.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Coordinates and maintains district facility schedules including the dome and performing arts center
Percent of Time	80	

Tasks involved in fulfilling above duty/responsibility:

- Coordinates, communicates, and schedules internal and external facility users including facility rentals
- Coordinates and ensures the execution of all necessary forms and other items in advance of the



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use of district facilities for functions and other events

- Manages all district facility rental agreements and monitors collection of revenue
- Provides assistance to community stakeholders who rent space in all district facilities
- Acts as the onsite district representative for facility use as directed

Duty/Responsibility #	2	Statement of duty/responsibility: Schedules and supervises Dome staff
Percent of Time	10	

Tasks involved in fulfilling above duty/responsibility:

- Supervises the scheduling of selected staff and processes time sheets at the direction of the supervisor(s)

Duty/Responsibility #	3	Statement of duty/responsibility: Assists the director of activities with scheduling related to high school activities including the use of gyms and other district facilities for coaches and activities staff
Percent of Time	10	

Tasks involved in fulfilling above duty/responsibility:

- Schedules and sends contracts or written agreements for high school activities
- Schedules transportation arrangements for high school activities
- Schedules officials and other supporting personnel for high school activities
- Monitors and maintains district website for high school activities
- Attends and coordinates workshops and staff meetings at the direction of the supervisor(s)
- Other duties as assigned at the direction of the community education director, activities director, or superintendent

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work and with multiple administrators, buildings, and departments.
- Ability to work effectively in teams and function collaboratively across departments internally and with external partners.
- Ability to effectively multitask and prioritize workload and competing project and workflow timelines.
- Ability to follow written and verbal directions.



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- Strong communication and technological skills.
- Strong organizational, task management, and time management skills.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

Bachelor's degree preferred. Must demonstrate initiative and problem solving skills while being able to effectively communicate and interact with internal and external administrators and stakeholders. Experience in youth programming or facility scheduling is preferred.

SECTION VI: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying	Exposure to Environmentals	
Standing	O	Up to 10 pounds	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	O	Up to 25 pounds	Toxic chemicals	N
Sitting	C	Up to 50 pounds	Moving parts	N
Talking in person/on the phone	F	Up to 75 pounds	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	Explosives	N
Hearing	F	More than 100 pounds	Fumes	N



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Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	F	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	N
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	Sight	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	O
Distinguishing smell	N			Looking at computer monitor	F
Distinguishing temperature	N			Color vision (identify and distinguish colors)	F
Traveling by automobile	O			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.

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veteran status.

Notice of Rights Under the Federal Medical Leave Act

<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>