

# POSITION DESCRIPTION WILLMAR PUBLIC SCHOOLS

## SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Youth Enrichment/Youth Development Coordinator	<b>Department:</b> Community Education
<b>Immediate Supervisor's Position Title:</b> Community Education Director	<b>FLSA Status:</b> Non-Exempt
<b>Job Summary:</b> Under the direction of the Community Education Director, the Youth Enrichment/Youth Development Coordinator is responsible planning, organizing and implementing youth enrichment class, activities, programs, and events. These opportunities may also help develop leadership skills among youth, as well as strengthen and support academic, social, and wellness objectives.	

## SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, creates, and implements youth enrichment/youth development programming in the areas of STEM, art, theatre, music, science, math, fitness and/or other after school, evening, or weekend enrichment activities.
  - a) Oversees the daily and/or evening program operations and provides any assistance that is needed.
  - b) Assists in determining and identifying program needs. Recommends program changes, goals, and objectives.
  - c) Seeks out high-quality enrichment instructors and secures additional resources in the community.
  - d) Provides instructors with training, class lists, materials (as needed), and other information. Takes steps to make certain that instructors are paid in a timely manner.
  - e) Makes sure programs and events have adequate participation, materials, and resources to make the program viable.
  - f) Coordinates with Cardinal Place to market youth development/youth enrichment activities to CP participants at a reduced rate.
- Using a variety of methods, helps to promote and inform the public regarding youth enrichment/youth development programming.
  - a) Provides high-quality communication with both internal and external publics.
  - b) Assists with the production of the Community Education catalog, published three times each year.
  - c) Develops and maintains relationships and partnerships within the school district and community for the purposes of enhancing opportunities for youth.
  - d) Represents the department at meetings, community gatherings, and other events as requested.
- Oversees the detailed work of compliance, budgets, and record keeping within the associated programs.
  - a) Assists with the development of program budgets. Monitors program budgets on a regular basis.
  - b) Maintains compliance with state and federal guidelines.
  - c) Keep and analyzes records, and provides periodic program reports.
  - d) Prepares grant proposals and assists in managing funds.
- Researches other school districts for program ideas, cost comparisons, and possible partnerships.
- Develops and manages an effective and compliant system of school district facility scheduling including school events, rentals, and community use.
  - a) Following district policies and procedures, manages the scheduling of facility use for school district facilities while working closely with custodial and secretarial staff to ensure proper set up of facility for the public.
  - b) Utilizes facility scheduling software to automate procedures and processes in ways that help improve efficiencies

and that increase customer service to the public.	
c)	Works with administration to process proper billing procedures so fees are sent and collected for facility use.
d)	Ensure that appropriate, correct, and updated information regarding facilities is posted to the website. Use the existing technology to help automate some of the rental process moving forward.
e)	Provides leadership and daily support to custodians, facility users, community education instructors, and district leadership.
f)	Develop and/or implement training for custodians and other building personnel on how to utilize the facility scheduling software.
g)	Coordinates and manages negotiating between groups, coaches and parents, some of whom are competing for the same spaces.
h)	Make recommendations to the Director regarding policies, procedures and fee schedules.
i)	Coordinates special events including public music and theatre performances, speakers, celebrations, and/or other events.
<ul style="list-style-type: none"> <li>Performs other duties of a comparable level or type, as required, including help with special events.           <ul style="list-style-type: none"> <li>a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.</li> <li>b) Attends training sessions and conferences.</li> </ul> </li> </ul>	

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma			Bachelor's Degree (or in progress)
	High school diploma or GED.			
	1 year college		2 years college	
	3 years college	x	4 years college	
	1st year graduate level			<b>Major field of study or degree emphasis:</b> Sports Management, Recreation, Leisure Services, Park and Recreation
	2nd year graduate level			
	Doctorate level			
				<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"><li>Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects.</li><li>Basic knowledge concerning the use of computers and related software applications and general business equipment.</li><li>Knowledge of the issues, needs, problems and concepts of addressing and incorporating youth enrichment and activities consistent with the district's curriculum.</li><li>Knowledge of community resources and community organizations within the community.</li><li>Knowledge of the theories, philosophy and approaches to youth enrichment and youth recreational programming, evaluation, and implementation.</li><li>General knowledge of district administrative policies and procedures pertinent to the activities and programs of Community Education.</li></ul>
Required Work Experience in Addition to Formal Education/Training:				

Will accept relevant experience in exchange for two years of college	
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> Valid MN Driver's License or evidence of equivalent mobility.

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Applying supervisory theories and practices in delegating, monitoring, evaluating and training youth enrichment/youth development program personnel.</li> <li>• Planning, implementing, coordinating and arranging for youth enrichment and youth development activities and programs.</li> <li>• Prioritizing, organizing and managing time and project activities.</li> <li>• Applying public relation theories and techniques in promoting, advertising and informing the community of programs and services.</li> <li>• Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District, grants and the department.</li> <li>• Using computers and related software applications and general office equipment, e.g., copiers, facsimiles and phones.</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
	0
<b>TOTAL</b>	<b>0</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b> Duties performed by this classification are primarily administrative and planning in nature and, as a result, incumbents are exposed to a minimum of environmental hazards and risks associated with the requirements of the work. Employee(s) may be exposed to some disagreeable conditions involving human/student contact in dealings with the public, parents, or community and exposure to outdoor conditions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		

Climb or balance		X		
Stoop/kneel/crouch or crawl			X	
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Light Work:**

Work requires preparing and analyzing written or computer data, observing general surroundings and activities; work occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment. Work is generally in a moderately noisy location (e.g. business office, playground, classroom, light traffic).

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Description Created September 2018

**Date Board Adopted:**\_\_\_\_\_

*This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*