

# Red Wing Public Schools Position Description

## Youth and Family Program Coordinator

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### General Information

Department:	Community Education and Recreation
Unit:	Non-Classified Personnel
Immediate Supervisor:	Director of Community Education and Recreation
Grade / Point Placement:	16 / 700
FLSA Status:	Exempt

### Position Summary

The Youth and Family Program Coordinator is responsible for coordination of all aspects of the Youth and Family programs as well as coordinating the Driver's Education program.

### Essential Duties and Responsibilities

1.	<p>Plans, develops and implements all aspects of assigned youth programming.</p> <ul style="list-style-type: none"><li>a) Develops programs to meet the lifelong learning needs of district residents.</li><li>b) Monitors enrollment and registration procedures for enrichment programs.</li><li>c) Determine community needs for programs and services by analyzing registration data, course evaluations, networking with programs and organizations and other professional resources.</li><li>d) Prepares program assessments, summaries and reports for the State, School District or Director of Community Education.</li><li>e) Makes arrangements for alternative site and technology use.</li><li>f) Assists with computer software packages and procedures (registration software etc.)</li><li>g) Collaborate with a variety of community organizations to coordinate services and programs and to avoid duplication.</li><li>h) Follow all State guidelines and policies governing Driver Education.</li><li>i) Regularly check and maintain Driver's Education vehicle for safe operation.</li></ul>
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2.	<p>Promotes markets and performs a variety of public relation activities and functions associated with assigned programs.</p> <ul style="list-style-type: none"> <li>a) Assists in development, printing and distribution of program offerings through program catalogs and brochures.</li> <li>b) Promotes and markets programs through social media, websites, new articles, press releases, program brochures and flyers, radio announcements, and/or cable TV promotions.</li> <li>c) Plans, participates in or coordinates various outreach and fundraising events, activities or efforts, as assigned.</li> </ul>
3.	<p>Monitors program budgets for assigned programs.</p> <ul style="list-style-type: none"> <li>a) Identifies alternative funding sources or grants to assist in enhancing or expanding program services and offerings.</li> <li>b) Monitors, accounts for and tracks program revenues, fees and expenditures by program.</li> <li>c) Prepares codes and submits purchase orders for needed supplies, materials or equipment.</li> <li>d) Processes and approves expense vouchers/timesheets/invoices for all instructors and program staff.</li> <li>e) Prepares grant reports to funding sources, if applicable.</li> </ul>
4.	<p>Recruits and monitors instructors and program assistants for the assigned programs.</p> <ul style="list-style-type: none"> <li>a) Recruits, interviews, and orients instructors for assigned programs.</li> <li>b) Monitors the implementation of ongoing classes and activities.</li> <li>c) Conducts and implements participant surveys to assess and evaluate programs.</li> <li>d) Maintain accurate student records and contracts for Driver’s Education participants.</li> </ul>
5.	<p>Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).</p>

**Required Education, Training, and Work Experience**

- Required Education / Training: 4 years of college preferred
- Degree Information: Bachelor’s Degree preferred
- Major Field of Study or Degree Emphasis: Community education, recreation, education, or related field preferred
- Required Work Experience: Minimum of 1 year of work experience in the planning and implementation of youth and family community education
- Licenses / Certifications Required:
  - Valid driver’s license in Minnesota

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Concepts, principals and philosophy of lifelong learning, public education and the relationship of community education to K-12 education.
- Basic understanding of the learning, services and needs of the clientele served.
- Fundamentals of public relations and techniques in promoting, advertising and /or informing the public of programs, services, courses or other events/projects.
- Fundamentals and basic knowledge of record keeping and bookkeeping.
- Basic knowledge concerning the use of computers and related software applications and general business and technology equipment.
- Community resources and community organizations within the community.
- Theories, philosophy and approaches to programming, evaluation and implementation.
- District administrative policies and procedures pertinent to activities and programs of Community Education and Recreation.

## **Essential Skills Required to Perform the Work**

- Leading, delegating, monitoring, evaluating and training personnel.
- Planning, evaluating, implementing and coordinating the delivery of programs, activities, events or services geared toward the clientele served.
- Applying public relation theories and techniques in promoting, advertising and informing the community of programs and services.
- Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials and documenting program functions, activities, expenses.
- Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and the department.
- Using computers and related software applications and general office equipment, e.g. copiers, phones, technology.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, school district personnel, the general public, customers, etc. sufficient to exchange or convey information, speak before groups and make presentations, to receive work direction, and to market programs, address, negotiate or resolve issues/conflicts appropriately.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a district setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/public/student contact.

## Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

Last Revised: 10/4/2020

Last Banded: 10/14/2020 by Bjorklund Compensation Consulting