

Red Wing Public Schools Position Description

Adult Program Coordinator

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 Adult Program Coordinator is responsible for coordinating aspects of the adult, senior, and adults with disabilities programs.

Essential Duties and Responsibilities

1.	<p>Plans, develops and implements aspects of all assigned programs for adults.</p> <ul style="list-style-type: none">a) Develops programs to meet the lifelong learning needs.b) Monitors enrollment and registration procedures for enrichment programs.c) Implements and coordinates payment procedures for all assigned programs.d) Prepares program summaries and reports for Director of Community Education & Recreation.e) Makes arrangements for alternative site and technology use.f) Collaborates and partners with other community, school, health, or human services agencies in providing classes, services and/or activities in areas of responsibility.
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">a) Assists in developing, printing and distributing program offerings through program catalogs and brochures.b) Promotes and markets programs through social media, websites, new articles, press releases, flyers, radio announcements, and/or cable TV promotions.c) Plans, participates in or coordinates various outreach and fundraising events, activities or efforts.

3.	<p>Monitors program budgets for assigned programs.</p> <ul style="list-style-type: none"> a) Identifies alternative sources of funding or grants to enhance and/or expand program services and offerings. b) Monitors, accounts for and tracks program revenues, fees, and expenses by program area. c) Submits purchase orders for needed supplies, materials and equipment. d) Processes and submits expense vouchers/timesheets/invoices for all instructors and program staff for approval.
4.	<p>Recruits, hires, orients and monitors instructors and program assistants for adult, senior, and adults with disabilities programs:</p> <ul style="list-style-type: none"> a) Assigns staff per the needs of each program. b) Prepares daily material packets and coordinates transportation for evening supervisor's responsibilities. c) Supervises and monitors the implementation of ongoing classes and activities. d) Conducts and implements participant surveys to assess and evaluate programs.
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 or related field preferred
- Required Work Experience: Minimum of 1 year experience in the planning and implementation of adult, senior, and adults with disabilities education programs and activities
- Licenses / Certifications Required: Valid driver's license in Minnesota

Essential Knowledge Required to Perform the Essential Functions of the Position

- Fundamentals of supervisory theories and principles.
- Basic understanding of the learning, services and needs of children, adults, seniors and adults with disabilities.
- Concepts, principles and philosophy of lifelong learning, public education and the relationship of community education to K-12 education.
- Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects.
- Fundamentals and basic knowledge of recordkeeping and bookkeeping.
- Use of computers and related software applications and general business equipment (e.g. registration application).
- Community resources and community organizations within the community.
- Theories, philosophy and approaches to programming, evaluation, and implementation.
- District administrative policies and procedures pertinent to the activities and programs of Community Education and Recreation.

Essential Skills Required to Perform the Work

- Applying practices in delegating, monitoring, and training part-time program personnel.
- Planning, evaluating, implementing, 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 skills to assist with monitoring budgets, purchasing materials, and documenting program functions, activities, participation, fees, expenses and the like.
- 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, facsimiles and phones.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information, speak before groups, make presentations, receive work direction, and market programs, and/or address problems, issues or conflicts.

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 20 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
Physical Activities				
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			
Lifting / Forcing Exerted				
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 Banded: 10/4/2020 by Bjorklund Compensation Consulting

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