

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Facility, Activity Center and Program Coordinator	Community Education	Community Education Director
<p>JOB SUMMARY: Coordinator is responsible for all facility scheduling of school district buildings. Manages and oversees daily operations of the Activity Center. Develop, implement, and evaluate Middle and High School Community Education Enrichment classes/activities.</p>		
<p>QUALIFICATIONS: Bachelor’s degree in Community Education, Recreation, Education or related field. Must demonstrate initiative, problem-solving skills, detailed oriented, strong leadership, supervisory skills along with excellent verbal and written communication skills. Experience in youth programing and facility scheduling.</p>		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	

- 1 Schedule all district facilities
- 2 Recruit, select, direct, supervise, train and evaluate staff
- 3 Supervise the scheduling of staff and process time sheets
- 4 Promote Activity Center programming including developing printed materials and web-based information for the community
- 5 Supervise the membership system for the Activity Center including database management, registrations, rules and guidelines
- 6 Develop, review and update procedures, handbooks and policies related to the program; implement program and district policies and procedures
- 7 Establish and maintain effective relationships with school personnel, and community members

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- 8 Monitor evening and weekend activities and staff
- 9 Develop and monitor budgets and purchase supplies and equipment
- 10 Attend and/or coordinate staff meetings; attend Community Education Advisory Committee meetings; attend workshops and training sessions as directed by supervisor.
- 11 Performs other related duties as assigned.

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE