

Job Title:
Community Education/Events Coordinator

Department/Section Job No.

Title of Immediate Supervisor: Superintendent of Schools

Job Summary:

The Community Education & Events Coordinator position assists in the planning, organization, and implementation of Community Education adult and children enrichment programming while also providing district-wide support for facility scheduling, event supervision and auditorium operations. This role works collaboratively with district leadership, the community education advisory council and other community partners to provide high-quality learning opportunities and ensure smooth operations for district events and facility use.

Task No.	Description	Frequency	Band/Grade
-----------------	--------------------	------------------	-------------------

Community Education Coordinator:

1. Responsible for planning, organizing and administering a broad program of community education in the areas of education, recreation, cultural, civic affairs and social services for all ages.
2. Provide direction and leadership to the Community Education Advisory Council.
3. Work with the advisory council and standing committees in program development, maintenance and evaluation.
4. Work with other agencies and governmental units to develop cooperative and coordinated programs.
5. Responsible for program/activity registration and receipt of fees for all community education programs and activities including recording keeping functions to verify registrations and payments for programs.
6. Shall seek additional funding sources for community education programs as possible, including grants.
7. Responsible for developing, reviewing and analyzing program evaluation documents.
8. Shall prepare year-end reports for the Superintendent of Schools, School Board, Advisory Council and the Department.
9. Responsible for recruiting and staffing community education programs and activities.
10. Shall visit CE classes and activities to supervise individual CE instructors.
11. Responsible for supervising all community education trips and tours.
12. Shall prepare timely news releases regarding community education programs and activities for distribution to newspapers, radio stations and other appropriate media.
13. Responsible for developing and maintaining a clear and concise record keeping system.
14. Oversee the use of facilities of the district, routing information to necessary personnel, scheduling of district, community education and non-district events and sending billings for facility use.
15. Serve as the District liaison with marketing contractor.
16. Participate in and be the school's representative of community organizations as well as district committees.
17. Develop and maintain a community education and events website in conjunction with the District website.
18. Develop and prepare a school wide quarterly informational on-line brochure.

Events Coordinator:

1. Provide oversight and onsite supervision of auditorium operations and scheduling.
2. Coordinate auditorium use for school and community events.
3. Train staff and users on auditorium equipment and procedures.
4. Assist with technical support, including lighting and basic event setup.
5. Ensure safe and effective use of auditorium facilities.
6. Manage district-wide facility scheduling requests for all activities and events.
7. Coordinate facility use with school staff, community groups, and external organizations.
8. Ensure facility use agreements and procedures are followed.
9. Maintain accurate scheduling records for district facilities.

10. Provide supervision and operational support for school and community events during the day, evening, or as assigned.
11. Assist with event logistics such as setup, ticket taking, and coordination.
12. Support evening activities and occasional weekend events.
13. Collaborate with the Activities Director to ensure successful event operations.

Skills Required:

1. Strong organizational and communication skills.
2. Ability to work independently, prioritize responsibilities, and complete tasks with minimal supervision.
3. Self-motivated professional capable of managing multiple responsibilities and taking initiative to ensure successful operations.
4. Demonstrates initiative and accountability in managing duties with limited direct supervision.
5. Ability to work “flexible hours” including evenings and occasional weekends.
6. Ability to collaborate effectively with staff, students, and community partners.

Collaboration and Communication:

1. Work collaboratively with the Superintendent, School Principals, and Activities Director to support school and community events and facility use.
 2. Maintain effective communication and coordination with the Community Education Advisory Council.
 3. Partner with neighboring Community Education Directors to share resources, coordinate opportunities, and support regional programming when appropriate.
 4. Build and maintain positive relationships with community organizations and partners to support district and community activities.
-