

ROUDENBUSH COMMUNITY CENTER JOB DESCRIPTION

Position Title: Community Education Coordinator

Date Prepared: April 2021

Reports To: Executive Director

FLSA: Non-Exempt

Summary:

Community Education Coordinator is responsible for overall development, organization, operation and coordination of the Community Education Department (CED). The coordinator will oversee programs including sourcing for new programs, securing contracts for instructors and coordination of all marketing materials relative to marketing the program to the public and community in general.

Responsibilities:

- Program development: develop classes and activities that meet educational, social, cultural and recreational needs of the community.
- Solicit new instructors and negotiate contracts.
- All areas of customer relations, i.e. interaction with the public to discern areas of interests in current and future programs and coordination of any issues arising from current CED program offerings.
- Responsible for monitoring quality of courses, scheduling and coordination of registrations for all courses.
- Work with Marketing Coordinator to design flyers, brochures and emails to keep the community up-to-date with Center events and programs.
- Attend program fairs and events to promote Community Center.
- Excellent written and oral communication skills as well as community outreach.
- Attendance at occasional night and weekend events are required.

Qualifications:

- Successful CORI check.
- Bachelor's Degree preferred with a concentration business or marketing.
- Experience with Wix preferred.
- Detail oriented and high level of organizational skills.
- Excellent written and verbal communications.
- Previous negotiation experience dealing with vendors and contractors.
- Ability to multi-task and make time-sensitive decisions relative to negotiations.
- Ability to work as a team and collaborate with a diverse group of individuals.

Physical Requirements:

Little physical effort to perform work. Lifting up to 25-30 pound. May on occasion lift or move up to 75 pounds. Ability to hear, walk, sit, bend, reach, grasp, occasional stoop, crawl or crouch. Must be able to access all building levels. Ability to operate and view computer screen. Ability to use hand tools for minor repairs and maintenance. Use of telephone, copy and other standard office machines.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This position description does not constitute an employment agreement between the Center and the employee and is subject to change by the Center, as the needs of the Center and job may require.