

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Community Education Manager-Youth Recreation	<b>Department:</b> Community Education	<b>Unit:</b> Unaffiliated
<b>Immediate Supervisor:</b> Director of Community Education	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-exempt
<p><b>Job Summary:</b></p> <p>Under the direction of the Director of Community Education, the Community Education Manager-Youth Recreation is responsible for planning, promoting, implementing and scheduling a wide variety of K-8 youth recreational programs and recreation league sport programming.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, organizes and implements K-8 youth recreational programs and league sports.
  - Promotes and informs the public regarding youth recreation programming. Prepares marketing and promotional materials.
  - Oversees enrollment and registration for youth recreation.
  - Determines number of teams for youth recreation depending upon participation and volunteer coach availability.
  - Manages and oversees revenues and expenditures for youth recreation programming.
  - Determines the type of recreation programs to offer, fees, scheduling.
  - Enforces policies and procedures regarding student behavior and addresses coaching concerns.
2. Organizes, facilitates and monitors league sports in such areas as gymnastics, football, volleyball, baseball, softball, T-Ball, etc.).
  - Develops team rosters for all sport leagues.
  - Develops and coordinates league practice and game schedules.
  - Coordinates the use and scheduling of indoor/outdoor facilities.
  - Orders supplies, equipment and materials.
  - Selects, trains and supervises coaching staff. Conducts in-service training and safety training for staff.
  - Collaborates with grounds and maintenance personnel to assure facilities are safe and maintained for activities.
3. Coordinates the hiring and scheduling of game officials and league referees.
4. Plans, organizes and implements all sport camps and clinics. Coordinates the budgeting, staffing, facility use and marketing of sport camps and clinics.
5. Attends CE Advisory Council meetings to keep informed of community issues, needs, and/or concerns that may impact assigned operations.
6. Updates, maintains and prepares various reports required by the department.
7. Performs other duties of a comparable level or type, as required.
  - Keeps abreast of changing development within areas of responsibility.
  - Participates in staff development activities, staff meetings, trainings, department team meetings, in-services, etc.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.) Bachelor's Degree	
less than high school diploma		<b>Major field of study or degree emphasis:</b> Community Education, Education, Recreation or closely related area	
High school diploma or GED.			
1 year college	2 years college		
3 years college	x 4 years college	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>Fundamentals of public relations approaches in promoting, advertising, and/or informing the public of programs, services, activities or other events/projects.</li> <li>Fundamentals and basic knowledge of recordkeeping and bookkeeping.</li> <li>Basic knowledge concerning the use of computers and related software applications and general business equipment.</li> <li>Knowledge of community resources and community organizations within the community.</li> <li>Knowledge of the approaches to recreational programming, evaluation, and implementation.</li> <li>General knowledge of district administrative policies and procedures pertinent to the activities and programs of Community Education.</li> </ul>	
1st year graduate level			
2nd year graduate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 1 year prior experience in recreation programming and/or coordination.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Valid MN driver's license.	
<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS :</b>			
<b>Titles of Positions Directly Supervised</b>			<b># of Employees</b>
Office Paraprofessional			1
<b>TOTAL</b>			
<b>INDIRECT SUPERVISION:</b>			
Game Officials, Youth/Parent Coaches, Building Monitors,			<b>Total:</b>
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>Applying general supervisory practices in delegating, monitoring, evaluating and training volunteer program personnel, game officials, and program supervisors.</li> <li>Planning, evaluating, implementing, coordinating, scheduling and arranging for recreational programs, activities, events, camps, clinics or services.</li> <li>Promoting, advertising and informing the community of programs and services.</li> <li>Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, fees, expenses and the like.</li> <li>Applying judgment and discretion in handling problems, public relation concerns, and issues in accordance with the policies and procedures of the District and the department.</li> </ul>	



	<ul style="list-style-type: none"> <li>Using computers and related software applications and general office equipment, e.g., copiers, facsimiles and phones.</li> <li>Recordkeeping and program maintenance procedures and requirements.</li> <li>Communication, interpersonal skills as applied to interaction with coworkers, volunteers, department staff, the general public, 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.</li> </ul>
--	--

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

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

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Medium Work:**

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**

Duties performed by this classification are primarily administrative and planning in nature and, as a result, incumbents are exposed to a minimum of environmental hazards and risks associated with the requirements of the work. Employee(s) may be exposed to some disagreeable conditions involving human/student contact in dealings with the public, parents, or community and exposure to outdoor conditions.



**SECTION IV: DISTRICT MISSION AND CORE VALUES**

<p><b>OUR MISSION</b></p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p><b>CORE VALUES</b></p>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<p><b>MISSION OUTCOMES</b></p>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<p><b>STRATEGIES</b></p>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<p><b>STRATEGIC DELIMITERS</b></p>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

**SECTION V: CLASSIFICATION HISTORY AND APPROVAL**

<p><b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b></p>	
<p>_____</p> <p><b>Department Head's Signature</b></p>	<p>_____</p> <p><b>Date</b></p>
<p><b>Classification History:</b> Created classification description 4/2016 BCC</p>	

