

SECTION I: GENERAL INFORMATION

Classification Title: Kid's Connection/Youth Enrichment Manager	Department: Community Education	Unit: Unaffiliated
Immediate Supervisor: Director of Community Education	Grade Placement:	FLSA Status: Exempt

Job Summary:

Under the direction of the Director of Community Education, the Kid's Connection/Youth Enrichment Manager is responsible for overseeing, managing, planning and promoting a variety of youth recreational and education programs within the District. Duties include planning for and overseeing out-of-school time opportunities to enrich, support, and expand upon learning opportunities for preschool, elementary and middle school students.

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.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages and supervises program personnel directly or through designed lead positions.
 - Screens, interviews and makes hiring decisions for immediate reports.
 - Evaluates the performance of staff, prepares performance reviews, and assists staff in development improvement plans, goals and on-going training and development objectives.
 - Monitors program operations, outcomes and activities to ensure operations conform to department goals, objectives and district philosophy.
 - Assigns work, monitors work operations, formulates work schedules, sets work priorities, determines and defines work requirements of direct reports.
2. Designs, promotes, implements and evaluates youth learning, service and care programs offered through Community Education. Provides leadership and direction in the development of age appropriate curriculum and the implementation of instructional best practices.
3. Recommends, administers and monitors program budgets.
 - Administers program(s) expenditures.
 - Purchases and or approves the purchase of supplies and equipment for the program(s).
 - Tracks revenue, billing, collection of fees, accounts payable, instructor agreements and approval of timesheets.
 - Collects fees for scheduled activities, tuition, etc.; prepares deposits, enters collections into the system and balances.
 - Seeks alternative funding sources to help support the programs and needs of the program. Prepares grant applications and engages in fundraising activities and events, if available.
4. Develops, reviews and updates program procedures, handbooks, and policies related to Kid's Connection and Youth Enrichment programming.
5. Supervises and oversees the maintenance of program records, registration, files and documents.
6. Promotes, markets and performs a variety of public relation activities and functions associated with assigned programs.
 - Informs the community of program offerings through community service catalog, flyers, presentations or other marketing efforts.
 - Promotes and markets programs through social media, websites, new articles, press releases, flyers, etc.

- Plans, participates in or coordinates various outreach and fundraising events, activities or efforts, as appropriate.
 - Conducts and implements participant surveys to assess and evaluate programs.
7. Attends Community Education Advisory Committee meetings to keep informed of community issues, needs, and/or concerns that may impact department operations or assigned areas of responsibility. Attends departmental team meetings to keep informed of department issues, changes, directions or related issues.
8. Performs other duties of a comparable level or type, as required.
- Keeps abreast of changing developments, trends, and technologies within the field.
 - Participates in staff development and professional development activities.
 - Maintains and submits data for required reports.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Bachelor's Degree	
less than high school diploma		Major field of study or degree emphasis: Child Development, Recreation, Education, Community Education or closely related area.	
High school diploma or GED.			
1 year college	2 years college		
3 years college	x 4 years college		
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
2nd year graduate level			
		<ul style="list-style-type: none"> • Fundamentals of supervisory theories and principles. • Concepts, principles and philosophy of lifelong learning, public education, child development, 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. • 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. • MN laws, rules or regulations pertaining to programs and services. 	
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of 1 year experience planning and implementing community education programming and services.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Valid MN driver's license. First Aid, CPR and AED Certification.	



**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Skilled in managing, delegating, monitoring, evaluating, and training staff directly or through assigned lead personnel.
- Planning and implementing new programs and services.
- Conduct public relations and community involvement activities in promoting and informing the public in program activities and functions and in assessing the needs of the community.
- Assists in outreach activities and promoting program services through catalogs, brochures, flyers or other communication materials to promote the services of the program/department.
- Performing administrative activities and functions required of the program such as monitoring program expenditures/revenues; locating and applying for grants; preparing departmental reports; coordinating the preparation of department records, files and program materials.
- Skilled in assessing and evaluating program objectives and conducting need assessments.
- Customer service, business etiquette, and human relation skills in assisting, screening, handling and dealing with informational requests of both district staff and the public.
- Organizing, coordinating, implementing, and monitoring activities and functions of program areas consistent with established procedures, rules and policies.
- Prioritizing work and office organizational functions.
- Applying judgment, problem-solving and decision making to situations and activities in assigned program areas in accordance with district policies and administrative rules.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

	Titles of Positions Directly Supervised	# of Employees
1	Program Coordinator	3
2	Assistant Program Coordinator	1
	TOTAL	4
INDIRECT SUPERVISION:		
	Instructors and all program assistants	Total: 30

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
<u>Physical Activities</u>	Amount of Time Spent				Amount of Time Spent				
	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	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				X	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, up to 25 lbs. 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.									
HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Duties associated with the position are generally supervisory and administrative in nature involving minimal exposure to disagreeable environmental or physical hazards or risks. Occasional conflicts, disagreements and problem solving situations occur between staff and parents that may make the job less than desirable.								



SECTION IV: DISTRICT MISSION AND CORE VALUES

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

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:
Created classification description 4/2016 BCC