

COMMUNITY SERVICES COORDINATOR I

CLASS SUMMARY

Under direction, plans, budgets, implements and coordinates community services programs including the assignment of projects and tasks to staff and the direction of projects and program activities; directs the daily operations of the program.

REPRESENTATIVE DUTIES

Plans, budgets, coordinates, directs and implements a comprehensive program, including fee-based seminars and classes of recreational, cultural and educational nature; oversees schedule development and selection based on financial results and current trends; directs and coordinates production, printing and distribution of brochures; schedules and budgets for on and off campus facilities for classroom usage; directs the registration and collection of fees; prepares all board approval materials; invites, interviews and otherwise screens program proposals, leading to negotiating and contracting with presenters; maintains dialogue with presenters and the community regarding offerings, both in terms of expansion or deletion; prepares reports about marketing strategies, participation profiles, budgeting, effectiveness and public relations; assists in the evaluation of presenters and assists in making hiring recommendations regarding staff and presenters; provides feedback to presenters with regard to enrollment and student evaluations; maintains a high public relations and community relations profile that promotes the program.

ORGANIZATIONAL RELATIONSHIPS

This class reports to an assigned administrator and directly oversees the daily operation of the program. The incumbent is responsible for task assignment within the office and works with all presenters, event coordinators and other personnel, and relates to the public directly.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

An Associate of Arts degree or equivalent and two years of experience involving public contact, coordination or community relations and accounting/budget responsibilities.

COMMUNITY SERVICES COORDINATOR I (continued)

Knowledge and Abilities

Good Knowledge of: Program models designed to meet the needs of the community, college policies, procedures and objectives ; tracking and monitoring systems; oral and written communication techniques; organizational procedures; accounting procedures; record systems; word processing, desktop publishing and spreadsheets.

Ability to: plan and organize programs effectively; prepare a program budget; maintain effective liaison with administrative personnel, presenters, students and the community; compile information and data for reports; develop promotional material; maintain accurate schedule and records; work independently and responsibly; train and direct staff.