

**St Francis School District
Job Description**

Job Title: Community Engagement Coordinator

Reports To: Superintendent

Job Category: Classified

FLSA Status: Exempt

SUMMARY - The Community Relations Coordinator will provide leadership that will result in improved District communication and relations with the community. This position manages, supports, and performs a variety of leadership roles involving complex professional and administrative work in planning, developing, scheduling, directing and implementing a year-round Recreation Program, as well as, coordinate a variety of activities involving District and community-based groups, organizations and individuals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, as well as, other duties assigned:

1. Manages, supervises and supports assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
2. Provides leadership, direction and support in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
3. Provides professional support and advice to team members; makes presentations to supervisors, boards, commissions, civic groups and the general public.
4. Communicates official plans, policies and procedures to staff and the general public.
5. Maintains liaison with other departments, as well as, state, local, and other public officials.
6. Leads and manages recreation facilities and all of the amenities that would be necessary for the proper maintenance of these facilities.
7. Assures that assigned areas of responsibility are performed within budget; supports cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; supports the preparation of annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
8. Collaborates on establishing work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
9. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
10. Maintains harmony among workers and attempts to resolve grievances; performs or assists subordinates in performing duties; adjusts errors and handles concerns.
11. Supports the planning, coordinating and directing a diversified year round recreation program.
12. Coordinates the Recreation Program with the District program, other city departments, and outside organizations, such as, other school districts and various community-based organizations.
13. Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains and implements a recreation master plan.
14. Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies and procedures.
15. Promotes interest in the recreation programs through publicity, joint program brochures with various community groups, and public contacts; speaks before citizens groups, students and other organizations.
16. Prepares and administers budget for all areas under Recreation Department.
17. Prepares a variety of reports and maintains necessary operating records.
18. Assumes responsibility for developing and coordinating positive community relations.

**St Francis School District
Job Description**

19. Provides leadership and support to ensure the program in the assigned area(s) of responsibility reflects the District's mission and accomplishes the annual goals in an effective climate.
20. Stays current with the changes/advances in technologies in assigned area(s) of responsibility.
21. Coordinates community volunteers from the community for school functions and activities.
22. Serves as District representative on the Library Board.
23. Collaborates with the Health Department relative to community health and wellness issues.
24. Coordinates other community-based or community-related programs.
25. Coordinates communication with the St Francis community through flyers, brochures, reports, pamphlets, emails, the District website and other appropriate forms of transmitting and sharing information.
26. Fosters a positive public image of the District and its staff.
27. Serves as a member of District committees and provides leadership where appropriate or requested by the superintendent.
28. Serve as a role model for students by conducting self as a responsible, intelligent citizen.
29. Instill in students the belief in and practice of ethical principles and democratic values.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job requires a high level of visibility, mobility, motivation, follow-through, confidentiality, flexibility, proactive problem-solving and excellent communication skills in all modes. Thorough knowledge of the principles and practices of recreation programs and thorough knowledge of equipment and facilities required in a recreation program is also required.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A four-year recreation degree or communications degree is required. Leadership experience with community recreation programming, extra-curricular programming and community communications and events is required.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools or controls; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 100 lb. such as furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to focus.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually quiet to loud.
2. Work in a fast-paced environment while handling multiple tasks.

**St Francis School District
Job Description**

DRUG-FREE WORKPLACE - The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy **4122.01** throughout his/her employment in the District.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. This job description is intended to comply with the American with Disabilities Act; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.