

CAPE ELIZABETH SCHOOL DEPARTMENT
Community Services Division
Job Description

TITLE: Adult Programs Coordinator

QUALIFICATIONS:

1. **Education/Certification:** High School Diploma or equivalent, plus documentation of post-secondary education credits. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Competence in the performance responsibilities listed below. Good work habits and ability to work without supervision. Must be trustworthy and maintain a high level of ethical behavior and confidentiality of information as required by law. Must be CPR/First Aid certified. Computer proficiency, supervisory experience, customer service skills
3. **Experience:** Demonstrate aptitude or competence for successful fulfillment of performance responsibilities. Must have programming and supervisory experience.

REPORTS TO: Community Services Director

JOB GOAL: To improve the quality of life for adults from Cape Elizabeth and beyond; by offering lifelong educational and enrichment opportunities.

PERFORMANCE RESPONSIBILITIES:

1. Initiate, design, implement and over see all aspects of adult classes and programming including but not limited to:
 - a. Develop programs and course descriptions
 - b. Recruit and recommend instructors
 - c. Process Registrations and run class lists
 - d. Schedule locations of activities
 - e. Schedule and supervise evening supervisor
 - f. Instructor contracts
 - g. Evaluate programs and make recommendations
2. Design, implement and oversee all facets of Senior Citizens' programs including a monthly newsletter.
3. Submit payroll to the Community Services Director

4. Process deposits for programs of responsibility on a regular basis
5. Contribute to office coverage

TERMS OF EMPLOYMENT: Compensation and work hours in accordance with recommendation established by Superintendent and Business Manager

WORKING CONDITIONS:

Mental Demands: organizing, planning, prioritizing, coordinating, meeting deadlines, multi-tasking, public speaking, supervising,

Physical Demands: sitting, walking, climbing stairs, set-ups, carrying food and clearing tables, computer work

Environmental Conditions: walking outside, slippery surfaces, working around hot stoves, biological exposure (human wastes and body fluids), working at night, working alone

EVALUATION: The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006

Revised: November 9, 2010