

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Education Programs And Activities Coordinator
DEPARTMENT	Interdepartmental
UNION:	114
SG:	10
CS:	Yes
FLSA:	Y
EE04CODE:	PP

NATURE OF WORK:

Designs and develops curricula. Plans, organizes, coordinates and leads a variety of educational, enrichment, recreational, social, cultural and/or public information and involvement programs and activities for school groups and the general public, including people with special needs. Audiences range from pre-school age to adults. Develops new programs and assists with programs as assigned. May research and write grants. May prepare correspondence and promotional materials.

DISTINGUISHING CHARACTERISTICS:

These are paraprofessional positions supporting the enrichment, recreational, social, cultural and/or public information and involvement programs of various departments. The work requires sufficient technical knowledge and independent judgment to develop and coordinate appropriate programs, events and activities. May also design and develop curricula that further the goals of federal, state, county and city policies. Work is performed within broadly defined practices and procedures. May train and supervise volunteers, interns and work-study staff.

SUPERVISORY RELATIONSHIPS:

Reports to supervisors or managers in various departments. Works independently under general supervision and direction. Trains, and oversees the work of extra labor employees, volunteers, interns, work-study or university student placements with minimal direction and oversight.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, coordinates and leads a variety of educational, enrichment, recreational, social, cultural and/or public information and involvement programs and activities for school groups and the general public, including people with special needs.
2. Coordinates activities and oversees facilities or exhibits as assigned. Works to increase program offerings and facility utilization. Sets up for activities, cleans up, performs the minor indoor maintenance required to maintain the facility and secures the building at closure.

3. Designs and presents curriculum-based education programs to students and general programs for the public. May conduct tours and provide interpretation or information, as appropriate.
4. Analyzes needs, sets goals and identifies target audiences for programs and activities. Prepares reports.
5. Provides training to extra labor employees, volunteers, interns, work-study or university student placements. Assigns, directs and reviews the work of staff, students and volunteers assigned to assist with programs.
6. Maintains master schedule of programs or activities to take place at assigned facilities or within program area and keeps usage records. Submits reports on program and facility usage.
7. Maintains ongoing inventory control of equipment and supplies stored at assigned facility. Identifies and requisitions supplies to meet program and facility needs.
8. Researches funding agencies and writes or assists with writing grants to obtain funding.
9. Develops promotion and publicity for programs.
10. Coordinates public involvement and education programs with outside groups and agencies regarding the delivery of programs.
11. Informs the public of policies and procedures on the use of facilities.
12. Some positions perform clerical and administrative tasks to support their program areas.

ADDITIONAL WORK PERFORMED:

1. May provide hospitality and information for visiting groups.
2. Performs other related duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS AND ABILITIES):

Knowledge of:

- Knowledge in program area content sufficient to develop activities, events and instructional programs.
- General knowledge of modern office practices and equipment including personal computers and related software such as word processing and spreadsheet programs.

Skill in:

- Problem solving, organization, interpersonal sensitivity, adaptability, stress tolerance, and time management.

- Strong interpersonal skills to work with a variety of participants including youth and people with special needs.
- Strong leadership skills including the ability to motivate others.
- Good problem solving and decision making skills.
- Good supervisory and staff training skills
- Good oral communication skills, with an emphasis on public speaking.
- Good written communication and literacy skills including reading, composition and knowledge of standard and business English usage.
- Strong skills in planning, organization and prioritization. Ability to work independently, to complete projects and to meet deadlines with minimum supervision.

Ability to:

- Create, design and lead a variety of educational, enrichment, recreational, social, cultural and/or public information and involvement programs and activities for school groups and the general public.
- Ability to work independently with a minimum of supervision.
- Willingness and ability to maintain the confidentiality of personnel and program participant information.
- Willingness and ability to work irregular hours including evenings or weekends.
- Maintain reliable and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job including:
 - Operate a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally;
 - Move between work sites;
 - Occasional transport of boxes or equipment weighing up to 50 lbs.

WORKING ENVIRONMENT:

Work is performed in an office setting and on location. Frequently interacts with the public and with professionals in the field. Work is performed both indoors and outdoors in a variety of locations and public facilities. Venues include community and special events, classrooms, schools, recreational facilities, and outdoor activities. Incumbents in some positions may be exposed to the elements, difficult terrain and strong odors.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in field closely related to the specific position strongly preferred. Required for some positions.
- Minimum of one year experience developing and presenting curriculum-based education programs or recreational activities.
- Previous experience in program leadership and staff/volunteer supervision preferred.

- Experience with special needs populations preferred.
- Specific experience and education requirements may vary, depending upon position.
- A combination of experience and training that provides the required knowledge, skills and abilities to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Valid Washington State Driver's License by time of hire and a good driving record. A three-year driving abstract must be submitted prior to hire, with periodic submission of driving abstract per City policy.
- Some positions require special certifications.
- Must provide own transportation at times.

PREPARED BY: L. Klemanski
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04/02

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9/13

COMMISSION ADOPTION: _____ October 9, 2013