

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

POSITION TITLE Youth Programs Facilitator

ORIGINATION DATE 9/22/2000

LAST REVISION DATE 9/2013

IMMEDIATE SUPERVISOR Community Education Coordinator

BAND & GRADE B-3-1-7

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

Develop, implement and evaluate youth academic enrichment, leadership, service, development and sports programs integrated into a comprehensive school district plan.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1. Develop and implement youth programs including: academic support, youth leadership, youth service, youth development, youth enrichment and youth sports.</p> <p>1.01 Implement community wide programs. 1.02 Analyze and evaluate needs in each community school population. 1.03 Develop and implement community collaborations for youth programs. 1.04 Partner with other agencies to offer youth programs. 1.05 Attend Community Education staff meetings and appropriate workshops (District, state and federal) 1.06 Schedule and reserve all necessary facilities for youth programs. 1.07 Develop registration, advertising, Public Service Announcements (PSA), and promotions. 1.08 Monitor and advise Community Education Director on all emergencies,</p>				<p>Knowledge of:</p> <p>1. School Board policies and regulations 2. District athletic programs and practices. 3. Community Education policies and philosophy. 4. Knowledge of youth service/youth development plan on record. 5. Knowledge of the needs of the community. 6. Other youth programs & organizations in the community. 7. Marketing techniques to let families know about programs. 8. Design and illustration for fliers, posters, advertising, etc. 9. Reporting data and preparation of necessary reports.</p>	<p>1.01 Programs are available for appropriate ages of youth. 1.02 Participation numbers appropriate for programs. 1.03 Partnerships with local agencies/groups will be in place. 1.04 Partnership agreements will be in place. 1.05 Reports will be given on meetings. 1.06 Accurate facility requests/schedules on file. 1.07 Registration is completed in a timely manner. 1.08 Community Education Coordinator will have documentation on file.</p>

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<p>program participation, staff and budget data.</p> <p>1.09 Coordinate inventory and purchase necessary equipment, repairs and supplies.</p> <p>1.10 Develop and monitor all youth budgets and deposit all fees.</p> <p>1.11 Set fees for all programs based on costs and predictable participant ability to pay.</p> <p>1.12 Do grant writing and development of programs.</p> <p>1.13 Monitor required data for grants and budgets to use in reporting process.</p> <p>2. Hire, train and supervise staff</p> <p>2.01 Advertise, recruit, interview and hire staff including: coaches, teachers, referees, paraprofessionals and specialists for all youth programs.</p> <p>2.02 Train and in-service all staff in compliance and knowledge of district and community education policies and practices.</p> <p>2.03 Provide information and training on state mandates such as concussion training for all staff.</p> <p>2.04 Develop and conduct training for all in behavior guidance, cultural sensitivity, current best practice and district focus.</p> <p>2.05 Develop staff schedules, staff meetings and communication structures.</p> <p>2.06 Supervise and evaluate staff and programs.</p>				<p>10. Software and social media programs used for registration, marketing etc.</p> <p>11. Federal and state guidelines concerning youth programs.</p> <p>12. Demographics of the community including race, economics, special needs etc.</p> <p>13. Policies regarding equal access for all including race, gender etc.</p> <p>14. Accounting and budgeting procedures.</p> <p>15. GED examination federal guidelines and confidentiality rules.</p> <p>16. GED system for reporting and release of information.</p> <p>17. State and federal guidelines for coaches including concussion training, etc.</p> <p>18. Guidelines that partnering agencies need to follow when they collaborate with our programs.</p> <p>19. Grant opportunities.</p> <p>20. Grant preparation.</p> <p>21. District grant submission requirements.</p> <p>22. Policies regarding cancellation due to weather & other emergencies</p> <p>23. Proper grammar, spelling and punctuation.</p>	<p>1.09 Inventory maintained and accurate.</p> <p>1.10 Data and budget information is accurate and on time.</p> <p>1.11 Budget and deposits are correct and completed in a timely manner.</p> <p>1.12 Grant applications submitted within established deadlines and copies on file.</p> <p>1.13 Grant reporting completed within established deadlines and copies on file.</p> <p>2.01 Program staff and coaches are hired as needed and in accordance with district hiring policies and procedures.</p> <p>2.02 Staff received training regarding all applicable policies and procedures.</p> <p>2.03 All training materials are updated and on file and evidence of training is available.</p> <p>2.04 Training and attendance rosters completed and on file.</p> <p>2.05 Adequate staff will be provided and schedules and staff communications will be on file.</p> <p>2.06 Evaluations will be on file.</p>
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<p>2.07 Develop integration of staffing activities with other community education programs.</p> <p>2.08 Monitor all necessary certifications such as CPR, First Aid, etc.</p> <p>3. Support Services</p> <p>3.01 Collect, compile and report quarterly participation and evaluation reports to the Community Education Coordinator.</p> <p>3.02 Monitor duplication and competition in programs.</p> <p>3.03 Assist in registration.</p> <p>3.04 Develop rosters for classes and programs.</p> <p>3.05 Make decisions regarding weather & other reasons for cancellation & scheduling changes.</p> <p>3.06 Develop program guidelines as needed.</p> <p>3.07 Collect data, analyze, develop and annually present to the community education advisory council.</p> <p>4. Grant writing/reporting for youth programs.</p> <p>4.01 Identify grant opportunities to support youth programming.</p> <p>4.02 Assist in management and reporting for youth program grants.</p> <p>4.03 Collect data/information needed and prepare grant applications for submission.</p>				<p>24. Effective communication both written and verbal.</p> <p>Skill in:</p> <ol style="list-style-type: none"> 1. Compiling data and presenting it both in writing and orally. 2. Organization. 3. Development of advertising and Public Service Announcements including designing, composing and use of graphics/photography. 4. Organize and compile data information, access programs, communication and record keeping. Organization of data on spread sheets for inventory, reporting etc. 5. Developing, monitoring and maintaining budgets. 6. Communication with youth. <p>Ability to:</p> <ol style="list-style-type: none"> 1. Speak and write proficiently. 2. Develop, monitor and maintain budgets. 3. Prepare and submit successful grant applications. 4. Evaluate and supervise the work of program staff. 	<p>2.07 Evidence of collaboration with other programs will exist.</p> <p>2.08 Documentation of certifications will be on file as required.</p> <p>3.01 Reports will be on file with the community education coordinator.</p> <p>3.02 There will be no signs of competition or duplication of services in the community.</p> <p>3.03 Participants will be registered.</p> <p>3.04 Rosters will be provided to appropriate staff.</p> <p>3.05 Appropriate action will be taken regarding cancellation and scheduling.</p> <p>3.06 Program guidelines will be on file.</p> <p>3.07 A yearly presentation to the advisory council will be completed.</p> <p>4.01 Grant opportunities will be identified and investigated for match with program goals.</p> <p>4.02 All grant reporting will completed within established deadlines and copies are on file.</p> <p>4.03 Grants will be written in accordance with established</p>
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<p>4.04 Obtain appropriate School Board approval for submission and acceptance of grants.</p> <p>4.05 Meet with consultants to review and compile grant data.</p> <p>4.06 Serve as a liaison between collaborating agencies for grant partnerships.</p> <p>4.07 Collect and collate grant data for reporting.</p> <p>5. GED examination</p> <p>5.01 Report scores, answer transcript requests and deliver information as required.</p> <p>5.02 Be information point for clients who come to the office or call with questions about GED.</p>				<p>5. Effectively utilize online registration and reporting program.</p> <p>6. Effectively utilize online scheduling program.</p> <p>7. Personnel insights, communication and leadership.</p> <p>8. Convey in a sensitive manner and with knowledge, all policies.</p> <p>9. Effectively address sensitive family issues.</p> <p>10. Train, supervise and monitor staff.</p> <p>11. Apply for age waivers for GED testing and report.</p> <p>12. Hire, train and supervise program staff.</p> <p>13. Collect and collate data to compile grant reports.</p> <p>14. Develop and implement appropriate safety guidelines for staff to use when working with children.</p> <p>15. Use time effectively.</p> <p>16. Communicate effectively.</p> <p>17. Maintain accurate records.</p> <p>18. Work independently.</p> <p>19. Perform under stressful situations with frequent interruptions.</p> <p>20. Maintain confidentiality.</p> <p>21. Demonstrate consistent and reliable attendance.</p>	<p>requirements and submitted within established deadlines.</p> <p>4.04 School board approval will be obtained in accordance with District policy.</p> <p>4.05 Meetings will take place in accordance with grant requirements and/or best practice.</p> <p>4.06 Contacts will be established and implemented with grant partners.</p> <p>4.07 Grant data will be available.</p> <p>5.01 All GED related requests will be answered.</p> <p>5.02 Clients will be given the information they need.</p>
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