

STUDENT ACTIVITIES COORDINATOR



Department:	Teaching and Learning
Reports To:	Career and Technical Project Coordinator
Group/FLSA Status:	Classified Staff (CEA) / Non-exempt
Revised:	11/18/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Student Activities Coordinator plans, organizes, and coordinates student activities (conferences and competitions except Knowledge Bowl) and markets these activities to school districts, families and communities within the Service Cooperative service areas.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Plans, prepares, organizes, and manages all details pertaining to conferences, competitions such as Spelling Bee (except Knowledge Bowl), writing contest and school author visits;
- Develops marketing materials to publicize events;
- Does research and hires quality presenters, authors and illustrators;
- Extensive verbal and written communication between presenters, school personnel and parents;
- Collects, compiles, and maintains participation data (local, sub-regional, regional, and state) for all conferences, competitions, and other programs and summarizes information for each school year for planning purposes;
- Prepares agendas and presents information to the Student Activities Advisory Committee;
- Responsible for updating the event databases, flyers, brochures, forms and other material;
- Prepares event contracts for session instructors, authors, illustrators, etc.;
- Prepares billing reports and other reports;
- Operate within a budget;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of Student Activities Coordinator;
- General knowledge of organizing and coordinating conferences/events;
- Thorough knowledge of business English, spelling, and arithmetic;
- Ability to be self-motivating;
- Ability to demonstrate confidentiality;
- Ability to prioritize and be very detail oriented;
- Ability to establish and maintain effective working relationships with presenters, coaches, school staff, and others;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply fairly standard procedures;
- Ability to read and interpret basic workplace data;
- Ability to communicate effectively, both verbally and in writing, with presenters, coaches, school staff, and others;
- Ability to write clearly and concisely;
- Ability to present information to small groups and large groups;
- Ability to use modern office equipment, technology, and related software proficiently.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Associates Degree and moderate experience in a job-related field OR equivalent combination of education, training, and experience in a job-related field that enables performance of all aspects of this position.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Career and Technical Project Coordinator;
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Minimal business travel is required.
- Work may require long hours including early morning, evening, and weekend activities, minimal.
- Work is performed year round.
- This is light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to blood borne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.