

## POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

July 2014

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Ventures Coordinator	<b>Department:</b> Community Services
<b>Immediate Supervisor's Position Title:</b> Director of Community Services	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> <b>D-6-1</b>	<b>Bargaining Unit:</b> Community Services Coordinators
<b>Job Summary:</b> Under the general direction of the Director of Community Services, the Ventures Coordinator is responsible for leading, coordinating, implementing, and supervising the KidVentures School Age Care program, SummerVentures camp and enrichment program and the EarlyVentures Learning Center.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Coordinates, monitors and provides leadership to program staff in the daily conduct of the programs.
<b>Percent of Time:</b>	45%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Develops enrichment and recreational programs, activities, field trips, special events and presentations</li> <li>• Directs for development of collaborative lesson planning between programs utilizing best practices</li> <li>• Creates and implements community service project opportunities</li> <li>• Oversees a variety of new and on-going program activities</li> <li>• Communicates and problem solves with administrators, parents, district personnel, community members regarding student, staff and/or program issues</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Posts, advertises, screens, interviews and makes new hire recommendations for all permanent and temporary Ventures staff including school year and summer site leaders, instructors, and assistants.
<b>Percent of Time:</b>	10%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Completes and submits hire recommendations</li> <li>• Assures that personnel paperwork, including background checks for new hires are completed</li> <li>• Conducts staff evaluations and handles personnel issues</li> <li>• Develops and provides program orientation and on-going staff development and training opportunities</li> <li>• Organizes staffing patterns, on-going schedules and arranges for substitute staff</li> <li>• Determines the need to make changes in job assignments and requirements</li> <li>• Plans and facilitates all staff and site leader update meetings</li> </ul>		

- Participates in professional associations and continuing education opportunities

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Develops, implements and monitors compliance of policies, procedures, operational standards and expectations that ensure effective and successful programming.
<b>Percent of Time:</b>	10%	

**Tasks involved in fulfilling above duty/responsibility:**

- Utilizes knowledge of relevant laws, rules, regulations, guidelines and best practices pertaining to community education, school-age care, and licensed birth to five child care centers
- Adheres to Department of Human Services licensure requirements and policy revisions
- Prepares for bi-annual re-licensure review and implements recommendations
- Develops staff and parent handbooks, guidelines, orientation materials and forms
- Develop behavior and safety guidelines and procedures; reviews and/or completes incident and accident reports
- Conducts interviews using established protocol to gather information needed to assist in the positive resolution of issues
- Makes recommendations to the Director of Community Services concerning related programming and fee changes
- Makes progress towards continued improvement for programs
- Determine and orders material, supply, equipment, food services and transportation needs with staff assistance

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Collaborates with other Community Services, K-12 and Alternative Learning Center programs and staff to design programming that meets the needs of birth to five and elementary age children and their families.
<b>Percent of Time:</b>	15 %	

**Tasks involved in fulfilling above duty/responsibility:**

- Develops and sustains partnerships with community programs such as Child Care Resource and Referral, Rice County Public Health Nursing and Social Services, and local colleges
- Reserves appropriate facilities.

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Assists and makes recommendations concerning fiscal needs and requirements. Responsible for determining program fees, record keeping, billing and fee management of programs.
<b>Percent of Time:</b>	20%	

**Tasks involved in fulfilling above duty/responsibility:**

- Completes, updates and maintains site record keeping, attendance sheets, student and staff files, and behavior logs with assistance from site leaders
- Provides direction to Early Childhood/Ventures secretary for tuition invoicing and receipt of payments
- Monitors payments and follow up with families before recommending for collections
- Assists with the development and monitoring of program budgets
- Assists with grant proposals
- Tracks programming charge-backs with other district entities
- Reviews and approves staff time records.

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Coordinates marketing, promotion and advertising of all Ventures programs.
<b>Percent of Time:</b>	10 %	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Designs registration materials, flyers, newspaper ads, press releases, web pages, power point presentations, and text for the Family Services and Community Services brochures</li> </ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>	
less than high school diploma		Bachelor's Degree	
High school diploma or GED.		<b>Major field of study or degree emphasis:</b> Child Development, Elementary Education or related area	
1 year college		2 years college	
3 years college	X	4 years college	
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of practices, techniques, and fundamentals of all Ventures programming and services.</li> <li>• Fundamentals of supervision and supervisory techniques.</li> <li>• Knowledge of public relations, marketing and promotion</li> <li>• Basic knowledge of basic recordkeeping and budget management</li> <li>• Knowledge of district and community resources and organizations</li> <li>• Basic knowledge of computer hardware and software and business equipment</li> <li>• Knowledge of district and community services policies and procedures</li> <li>• Ability to transport self between district buildings and to local, regional, and state meetings and conferences</li> <li>• Prompt, regular and dependable attendance.</li> </ul>	
2nd year graduate level			
Doctorate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b> Requires a minimum of one year direct work experience in working with birth to five and elementary age children.			
<b>Required Supervisory Experience:</b>			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b> Certification in first aid and CPR will be required after hire.	

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Skilled in assigning work, leading and coordinating work activities and priorities of site personnel.</li> <li>• Oral and written communication skills.</li> <li>• Supervising staff and groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff.</li> <li>• Planning and implementing site activities.</li> <li>• Performing administrative activities involved in maintaining, updating and preparing site files, records and reports in accordance with department requirements.</li> <li>• Communicating with children, staff, parents, administrators and building personnel regarding concerns, issues and activities. Interactions require the explanation of program operational rules and working with others to gain cooperation and understanding of educational issues/needs.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Site Leaders, Site Instructors, Site Assistants,	20-30
<b>TOTAL</b>		20-30

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>			X	
<b>Walk</b>			X	
<b>Sit</b>		X		
<b>Use hands dexterously (use fingers to handle, feel)</b>		X		
<b>Reach with hands and arms</b>		X		
<b>Climb or balance</b>	X			
<b>Stoop/kneel/crouch or crawl</b>		X		
<b>Talk or hear</b>				X
<b>Taste or smell</b>	X			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			X	
<b>up to 25 pounds</b>		X		

up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared by: BCC, LLC (RWB) 9/03.  
Revisions made 4/4 by BCC.  
Revision made 6-30-06 by Lynn Tchida  
Revision made 7-28-14 by Erin Mayberry