

COORDINATOR OF COMMUNITY USE OF SCHOOL FACILITIES

Code No. 4-19-024

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for coordinating the after-school, evening, weekend and vacation use of school district facilities by various community organizations and groups. The Coordinator ensures fair and equitable access to district facilities and monitors recovery costs. The employee reports directly to and works under general supervision of the Director of Community Education Systems. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Reviews facility use applications to determine use eligibility and priority in accordance with district criteria;

Uses computer system to track availability of district facilities;

Meets with various organization representatives to determine facility use needs and informs them of appropriate requirements and processes regarding use of facilities;

Reviews facility use permit applications to determine eligibility and priority in accordance with district criteria;

Estimates use and special arrangement fees;

Initiates and follows-up on invoicing and receipt of payment;

Works with individual building managers to reserve rooms, fields, etc.;

Consults with the appropriate district staff to arrange for special needs;

Works with community organizations and district staff to resolve concerns and improve facility use process;

Prepares reports on the community's use of facilities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the school district's buildings and facilities such as gyms, pools, auditoriums, classrooms, and playing fields; good knowledge of the school district's policies and procedures related to facility use by outside agencies including insurance coverage; good knowledge of business arithmetic and English; ability to organize activities; working knowledge of local community groups; ability to utilize a computer to track information; ability to establish and maintain professional working relationships; ability to prepare written correspondence and reports; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency

diploma, plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent experience in a clerical or professional capacity, two (2) years of which must have involved organizing educational, recreational, social or community activities or events; OR,
- (B) Graduation from a regionally accredited or New York State college or university with an Associate's degree plus two (2) years of experience as defined in (A) involving organizing activities or events; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: March 11, 1993