

ARLINGTON PUBLIC SCHOOLS
Arlington, MA 02476

JOB DESCRIPTION

Position:

SummerFun/Program Coordinator, Arlington Community Education

Job Goals:

Arlington Community Education seeks a professional to coordinate operations for its adult and youth programs as well as plan and implement the SummerFun program.

Qualifications:

The ideal candidate is a motivated self-starter with operations experience. The candidate should possess:

- A minimum of a bachelor's degree and/or at least 3 years experience working in office management or administration. Programming experience a plus.
- Attention to detail a must
- Computer software experience MS Office Suite, Google Apps, InDesign Suite
- Excellent written and oral communication skills with the ability to communicate effectively and interact with a variety of audiences
- Able to engage others and deal positively with resistance and conflict
- Ability to work a flexible yearly schedule including afternoons, some evenings, and summers.
- Possess a clear and balanced vision on the role of ACE within the school district and community and demonstrate an understanding and commitment to community involvement.
- A sense of humor and ability to work closely with others in a small, fast-paced office is a plus.

Responsibilities:

Responsibilities include but are not limited to:

- Work with Youth Programs Manager to recruit and hire staff for SummerFun
- Assist with summer planning and programming and catalog production and distribution
- On-site coordinator at SummerFun during the 6-week program at Ottoson (July-August)
- Assist with the preparation and logistics of classes in all programs
- Work with instructors to determine room logistics and equipment needs
- Manage student and teacher evaluations
- Travel to other schools or community offices during the day as needed
- Work some evening events

All other duties as assigned

Reports to: Director of Community Education

Hours: 18 hours/week; 52 weeks per year. Afternoons a must, and some evening hours as necessary.

Compensation: \$20-\$25/hour

Arlington Community Education is a self-supporting program of the Arlington Public Schools.

Arlington values diversity. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply.