

<b>Job title</b>	<i>Community Class Coordinator</i>
<b>Reports to</b>	<i>Executive Director</i>
<b>Status</b>	<i>Part-time</i>
<b>Compensation</b>	<i>\$11/ hour</i>

### **Job purpose**

Under the direction and supervision of the Executive Director the Community Class Coordinator will ensure the execution and management of **540WMain Learning Academy's** weekly low cost community classes from beginning to end.

### **Goals & Objectives**

The **Community Class Coordinator (CCC)** will contribute to the successful executive of community classes by supporting community educators and participants.

#### **Goal # 1: Act as lead point of contact and front desk representative for evening community classes.**

- Manage the set-up, execution, and clean-up of 5-6 classes per week
- **Assist with incoming customer service inquiries**
- Manage square point of sale system and process credit card and cash payments for classes
- Manage program donations
- Manage communication log with ED and other staff

#### **Goal # 2: Event and logistics operations**

- Work with instructor and ED to setup and break down equipment for classes
- Light cleaning, dust, and indoor plant care
- Provide support and co-management of classes for community instructors
- Assist in additional class management as needed

#### **Goal # 3: Event photography, video, and social media management**

- Use DSLr to record and photograph classes and events
- Use smartphone to record classes for instagram and instagram stories

### **Qualifications Needed for Each Goal**

#### **Goal # 1**

- Must have excellent time management and organizational skills
- Must be outgoing, friendly, and willing to talk with community members and students

Provided for reference only.

Always consult current legislation in your jurisdiction to create policies and procedures for your organization.

- Must be dependable, prompt, and able to work independently without constant supervision
- Excellent computer proficiency (MS Office – Word, Excel and Outlook), Google, Gmail, Facebook, Twitter, Wordpress, Instagram and Twitter.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.

**Goal # 2**

- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Must be a critical thinker and be able to make sound quick decisions
- Must be friendly, engaging, highly adaptable and flexible in any and all professional working environments

**Goal # 3**

- Excellent verbal and written communication skills, including ability to effectively communicate on Instagram
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Must be friendly, engaging, highly adaptable and flexible in any and all professional working environments.

**Working conditions**

- Must be able to work evenings and occasional weekends.
- Must be able to work with adult learners
- Must have reliable transportation

**Physical requirements**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to talk, listen and speak clearly on telephone

**Direct reports**

Candidate will report directly to Executive Director

<b>Approved by:</b>	<i>Calvin D. Eaton, Program Director</i>
<b>Date approved:</b>	