LEARNING CENTER SUPERVISOR

NATURE OF WORK

This is highly responsible administrative and supervisory work directing the educational and recreational programs and activities of a community learning center.

Work involves the overall responsibility for planning, organizing, staffing and implementation of programs and activities designed to meet the needs of the schools, families, and the neighborhood. Work is performed under the general supervision of an Assistant Recreation Manager with work being reviewed in the form of conferences and effectiveness of Center operations.

EXAMPLES OF WORK PERFORMED

Develops, coordinates and implements educational and recreational programming in order to meet the needs of the schools, families and the neighborhood.

Creates and develops program curriculum that addresses the needs and interests of youth, families and the community; ensures that program guidelines and standards are followed.

Manages records and data as required by grant funding in order to evaluate effectiveness of programming, student academic performance, and student behavior.

Creates promotional fliers, brochures, registration forms and materials for programs and clubs; prepares information for school newsletters, announcements and mailings; prepares Learning Center information for the public.

Coordinates registration process for programs including various clubs, before and after school enrichment activities, and family nights; maintains registration and attendance statistics and submits in various reports as required.

Ensures the maintenance of equipment and spaces used by Learning Center programs; purchases supplies and equipment used for programs.

Works with school personnel, program staff, supervisors and the Health Department to ensure that program policies and procedures meet and reinforce the expectations and standards set forth by the school.

Selects, trains, supervises and evaluates staff to ensure that a high quality of service is offered and programming goals are met.

Maintains communication with supervisor, co-workers, school personnel, Learning Center employees, parents, students and School Neighborhood Advisory Committee (SNAC).

Develops annual plan and budget; provides fiscal management of programs; collects data for all related activities and reports findings in the form of statistical records and written reports.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of sociological, behavioral and cultural aspects of target audience group members for whom programs are planned.

Considerable knowledge of human resources management.

Considerable knowledge of budget preparation and budget management.

Ability to communicate effectively both orally and in writing.

Ability to plan, schedule, organize and evaluate a wide variety of programs.

Ability to establish and maintain effective working relationships with co-workers, program participants, school administrators, volunteers, community groups, subordinate staff, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in recreation, physical education or related field plus experience in recreation program development and delivery, and staff supervision.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in recreation, physical education or related field plus some experience working with people in all age groups in a recreational setting involving program and staff supervision; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: Lynn Johnson
Department Head

Personnel Director 8-13-03

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