



HAYWARD COMMUNITY SCHOOL DISTRICT
HAYWARD, WISCONSIN
NOTICE OF VACANCY

COMMUNITY EDUCATION COORDINATOR

The Hayward Community School District is accepting applications for the position of **COMMUNITY EDUCATION COORDINATOR**.

Qualifications:

- *An associate degree, 2 years college, or Recreational Management experience preferred.
- *Must possess exceptional technical/computer skills with experience in scheduling, marketing, budget and membership tracking.
- *Experience in developing classes, projects, and multiple facility scheduling
- *Ability to plan, organize and prioritize multiple tasks and diverse responsibilities.
- *Public Relations Skills

Primary Responsibilities:

- *Plan, organize, and implement enrichment, recreation, educational, and lifelong learning programs based on community needs and interests. These programs are to provide an extensive range of programs for community members of all ages.
- *Ensure security of school building during assigned hours in coordination with the Administrative Assistant for Facility Scheduling and Athletic Director's for scheduling purposes.
- * Work with leadership to develop programming and guidelines to meet district facility needs such as handbook, fee structure and expectations for programming.
- *Develop, promote, and maintain partnerships with district and community organizations to substantially increase community access to school facilities. Provide ongoing relationships with these organizations to coordinate services and improve delivery of programs.
- *Research and develop community outreach to create Pillars of Community Education for the district.
- *Develop related promotional and marketing materials. Promote and publicize programs and activities.
- *Hire, train, supervise program staff/instructors for classes and activities.
- *Manage registration and support community education instructors as needed.
- *Follow the policies, procedures, and safety regulations of the Hayward Community School District.
- *Assist in the preparation of the Community Education Program budgets and reports.

Terms of Employment:

- * Flexible Schedule that will include some evenings and weekends.
- * Salary to be determined based on experience

Benefits: Competitive benefits based on negotiated contract hours.

TO APPLY: Applicants may apply through the WECAN website: <https://wecan.education.wisc.edu/#/>
You will be required to upload a letter of application, resume, letters of recommendation, and a complete set of college/university transcripts and credentials.

Craig Olson, District Administrator
Hayward Community School District
15930 W 5th Street Hayward, WI 54843
(715) 634-2619 ext. 9001

APPLICATIONS DEADLINE: JANUARY 19, 2024

"EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER"