

COORDINATOR OF COMMUNITY EDUCATION Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

- (a.) Possession of a Masters Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in the coordination of an education, community education or human service program; **OR**
- (b.) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in the coordination of an education, community education or human service program.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS: This is an educational coordination position at the Tompkins-Seneca-Tioga BOCES focused on identifying community education, recreation, and business and industry courses for adults and youths. This twelve month position identifies and coordinates a variety of offerings to meet community, group and individual needs. The position is generally supervised by the Director of Adult/Vocational Education. The incumbent will perform all other related duties as required.

TYPICAL WORK ACTIVITIES:

- Coordinates adult education, recreation, business and industry course offerings for adults;
- Identifies and recommends appropriate new courses and staff;
- Coordinates all registration activities for community education programs;
- Works cooperatively with area schools, businesses and community agencies to identify educational and recreational programs for their specific needs;
- Develops publications to announce and advertise program offerings; and
- Plans and implements appropriate training sessions for community education staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of adult and community education principles and practices;
- Working knowledge of public relations techniques;
- Good knowledge of and experience as a facilitator, coordinator of work programs and information for instructors, staff and the general public;
- Good knowledge of the community's education and recreation resources;
- Excellent communication skills;
- Ability to communicate clearly and effectively, both verbally and in writing;

- Ability to organize and initiate activities;
- Ability to present ideas effectively to individuals and groups;
- Ability to work cooperatively and effectively with internal staff and external community resources;
- Ability to plan and coordinate staff training programs;
- Ability to operate a microcomputer and utilize various types of software including word processing, database and spreadsheet programs;
- Must be resourceful and creative;
- Physical condition commensurate with the demands of the position.