

# Community School Coordinator Job Posting

The Cultus Lake Community School Association (herein and after referred to as the CLCSA) is a non-profit association that utilizes the Cultus Lake Community School facilities and is funded through non-profit grants. The CLCSA provides a wide variety of programs to the local community for all ages including, but not limited to, recreation and sports programs, cooking classes, science programs, art and craft programs, music lessons, drop in activities for all ages and many special community events.

## **School Coordinator Responsibilities:**

- Reports to the Board through monthly meetings and ongoing contact.
  - Financial, Program & Rental Reports
- Is responsible for and oversees all operational activities for the community school including:
  - Manage staff and volunteers' schedule, training, development and security clearances
  - Research and apply for applicable grants for program funding, including seeking out new funding opportunities
  - Coordinate and collaboratively develop activities to be delivered in the school and community area
  - Recruiting and hiring instructors to deliver the programs
  - Promoting programs through local advertisement such as Facebook, keeping CLCSA's website current and publishing a program (quarterly) flyer
  - Marketing and outreach to parents, students and community members
  - Financial duties include payroll, budget management, invoicing and bill payment
  - Manage facility use for programs and facility rentals and ensure that staff member is on site at all times
  - Develop and maintain community partnerships including those with other community schools and agencies
  - Attends the CLCSA Board of Directors meetings, CLCSA AGM, and community meetings and conferences as needed
- Acts as a liaison between the CLCSA and the school Principal to ensure that all operations of the association are in compliance with school district policies and procedures

## **Necessary skills:**

- Exceptional communication skills with the ability to work with many stakeholders
- Motivated, creative individual with a strong sense of community
- Experience with staff management
- Knowledge of non-profit association governance and processes
- Financial background with experience in budget and payroll procedures including Sage 50
- Experience with Microsoft Office Suite and email software
- Degree or diploma in recreation or community development or equivalent combination of education, training, and work experience

## **Position Details:**

- 30 - 35 hours/week
- Wage TBD based on experience and qualifications
- Please apply via email to: [clcsa@clcsa.ca](mailto:clcsa@clcsa.ca)
- Job Posting will close April 30<sup>th</sup>, 2018