

ACTIVITIES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position provides a range of services connected with the use of Community College facilities, mostly in the evening or on weekends. The position reviews the reservation schedule, ensuring that pre-arranged requirements are met. The incumbent generally remains available during events to assist any needs users may have, and to insure that facilities are used in accordance with college rules and regulations. In addition, the incumbent secures facilities after use and oversees any clean up that may be necessary, and may also be involved in the initial scheduling of use and other related clerical support functions. While the position generally works under specific rules and regulations concerning the proper use of facilities, the employee exercises independent judgment in assessing unusual situations and determining the best method to resolve the matter in an efficient and safe manner. General direction is usually provided to assigned interns, aides, and members of maintenance and custodial staff assigned to the event or activity.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Reviews facilities reservation schedule to insure that arrangements and accommodations have been made and all personnel and facilities are properly scheduled; resolves scheduling errors or conflicts;
2. Insures that scheduled facilities and required support equipment are available at scheduled times;
3. Directs staff members in moving furniture, setting up and removing equipment and cleaning up after activities;
4. Monitors events and activities, assisting users when necessary and generally insuring that facilities are used in accordance with college rules and regulations;
5. Inspects buildings and facilities after use to assure that buildings are properly vacated and secured;
6. Reports needed repairs and any recommendations or problems concerning activities or facilities to appropriate staff;
7. Informs participants when activities have been canceled, rescheduled or relocated;
8. Provides basic instruction on use of facilities and equipment;
9. May assist in proctoring examinations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Community College facilities, procedures, rules and regulations in relation to the scheduling and use of facilities;

Knowledge of the basic operation of a variety of audio-visual and instructional media equipment;

Ability to provide information and direction to the public;

Ability to use independent judgment in applying rules and regulations to specific cases;

Ability to resolve problems in a calm, safe and efficient manner;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

ACTIVITIES COORDINATOR (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and six months of full-time secretarial work or clerical work experience which involved public contact.

PS9401

ADOPTED: 08/22/75

REVISED: 01/20/80 07/18/94 07/03/99