City of Bellingham
Classification Specification

CLASS TITLE	**Education Programs and Activities Coordinator**
DEPARTMENT	**Interdepartmental**
UNION:	**1937**
SG:	**109**
CS:	**Yes**
FLSA:	**Y**
EEO/SOC CODE:	**PP/25-9099**

NATURE OF WORK:

Plans, organizes, coordinates and leads a variety of educational, enrichment, recreational, social, cultural and/or public information and involvement programs and activities, including the design, development and delivery of curricula. Prepares correspondence and promotional materials. Audiences range from pre-school age to adults, are from diverse communities and include people with disabilities. May research and write grants.

DISTINGUISHING CHARACTERISTICS:

These are paraprofessional positions supporting the educational, enrichment, recreational, social, cultural and/or public information and involvement programs of various departments. The work requires sufficient technical knowledge and independent judgment to develop and coordinate appropriate programs, events and activities. May also design, develop and deliver curricula that further the goals of federal, state, county and city policies. Work is performed within broadly defined practices and procedures. Incumbents may have lead worker responsibilities.

SUPERVISORY RELATIONSHIPS:

Reports to supervisors or managers in various departments. Works independently under general supervision. May serve as lead worker. Trains, assigns work, provides day-to-day direction and evaluates the work of lower classified employees, extra labor employees, volunteers, interns, work-study or university student placements with minimal direction and oversight.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, coordinates and leads a variety of educational, enrichment, recreational, social, cultural and/or public information and involvement programs and activities for school groups and the general public including people with disabilities.

2. Coordinates and provides support in planning and executing events and education programs both on and off-site. Works to increase program offerings and facility utilization. Sets up for activities, breaks down/cleans up at activity conclusion, performs the minor indoor maintenance required to maintain the facility and secures the building at closure.

3. Designs and presents curriculum-based education programs to students and general programs for the public. May conduct tours and provide interpretation or information, as appropriate.

4. Analyzes needs, sets goals and identifies target audiences for programs and activities. Develops criteria for evaluation of training effectiveness and measures success of programs. Prepares statistics, summarizes evaluations, and writes reports as requested.

5. May serve as lead worker. Trains, assigns work, provides day-to-day direction and evaluates the work of lower classified employees, extra labor employees, volunteers, interns, work-study or university student placements.

6. Maintains master schedule of programs or activities to take place at assigned facilities or within program area and keeps usage records. Prepares and submits reports on program and facility usage.

7. Maintains ongoing inventory control of equipment and supplies stored at assigned facility. Identifies and requisitions supplies to meet program and facility needs.

8. Researches funding agencies and writes or assists with writing grants to obtain funding.

9. Develops promotion and publicity for programs. Utilizes knowledge and understanding of social marketing tools and strategies to produce quality, creative, visually pleasing and informative communication materials for both online and printed mediums.

10. Develops and maintains partnerships with community organizations, educational institutions, City departments, and local businesses. Coordinates public involvement and education programs with outside groups and agencies regarding the delivery of programs.

11. Assists with the development and coordination of service contracts with speakers and vendors in accordance with City purchasing policies; works with Purchasing and Legal Department, as needed.

12. Researches, and ensures local, state, and federal rules and regulations are followed. May assist with the development of procedures and guidelines related to events. Informs the public of policies and procedures related to events and use of facilities.

13. Some positions perform clerical and administrative tasks to support their program areas.

ADDITIONAL WORK PERFORMED:

1. May provide hospitality and information for visiting groups.

2. Performs other related duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS AND ABILITIES):

Knowledge of:

- Knowledge in program area content sufficient to develop activities, events and instructional programs.
- General knowledge of office practices and equipment including personal computers and related software such as word processing and spreadsheet programs.
- Department operations, procedures and policies as well as relevant City policies.

Skill in:

- Problem solving, organization, decision making, interpersonal sensitivity, adaptability, stress tolerance, and time management.
- Strong interpersonal skills to work with a variety of participants from diverse communities including people with disabilities.
- Strong leadership skills including the ability to motivate and train others.
- Strong oral communication skills, with an emphasis on public speaking.
- Good written communication and literacy skills including reading, composition and knowledge of standard and business English usage.
- Strong skills in planning, organization and prioritization.

Ability to:

- Effectively interact with the diverse public, co-workers, vendors and others using courtesy, tact and good judgement.
- Create, design and lead a variety of educational, enrichment, recreational, social, cultural and/or public information and involvement programs and activities for school groups and the general public.
- Work independently with a minimum of supervision.
- Work accurately and maintain attention to detail in an atmosphere of frequent interruptions.
- Willingness and ability to maintain the confidentiality of personnel and program participant information.
- Willingness and ability to work irregular hours including evenings or weekends.
- Maintain reliable and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job including:
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone and fax machine;
    - Frequently communicate accurate information and ideas with others;
    - Frequently move between work sites;
    - Occasionally transport of boxes or equipment weighing up to 50 lbs.

WORKING ENVIRONMENT:

Work is performed extensively at a computer workstation with periods of prolonged sitting or standing. Work is also frequently performed offsite and involves frequent interaction with the public and with professionals in the field. Work is performed both indoors and outdoors in a variety of locations and public facilities. Venues include community and special events, classrooms, schools, recreational facilities, and outdoor activities. Incumbents in some positions may be exposed to the elements, difficult terrain and strong odors.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in field closely related to the specific position strongly preferred. Required for some positions.
- Minimum of one year experience planning, developing, coordinating and presenting curriculum-based education programs, events or recreational activities.
- Previous experience in program leadership and staff/volunteer supervision preferred.
- Experience working with a diverse population including people with disabilities preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check, child and vulnerable adult abuse records check.
- Valid Washington State Driver's License by time of hire and a good driving record. A three-year driving abstract must be submitted prior to hire, with periodic submission of driving abstract per City policy.
- Some positions require special certifications.
- Must provide own transportation at times.

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REVIEWED BY: _____
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COMMISSION ADOPTION: October 9, 2024