

## **COMMUNITY SERVICES FIELD COORDINATOR**

### **CLASS SUMMARY**

Under general direction – responsible for the scheduling of the Johnson Center facilities and the associated equipment and service needs of the college and community use groups; Community Services office operations; and, performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Determines space availability, coordinates set-up and custodial care and maintenance of the physical environment of the Johnson Campus Center; estimates costs of equipment set-up, custodial overtime and supplies billing charges; prepares contracts for use of facilities, arranges set-ups of facilities; arranges for audio-visual equipment; screens Civic Center applicants to make sure facility use complies with policy; prepares weekly calendar of events. Assists in Community Services daily operations of registration and reservations.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the Supervisor of Community Services.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to a two-year college course with emphasis on public relations, office organization and program coordinating.

#### **Knowledge and Abilities**

Good Knowledge of: College and District policies regarding facilities use; support systems, e.g., food and media service, staffing and fee schedules, insurance requirements and various reports/statistics required by the College.

Ability to: type contracts, establish and maintain effective relationships with District staff, students and community groups. Maintain accurate schedules, work independently and responsibly; use computer and word processing equipment with proficiency and follow direction.

Skills: