

NOTICE OF VACANCY

DATE POSTED: July 24, 2024

POSITION: Facility Use Coordinator – (part time position)

REPORTS TO: District Administrative Team

PURPOSE: The Facility Use Coordinator works with a variety of departments to support the district's mission statement, provide outstanding service to the community, and to assist in maintaining the efficient day-to-day operations of the facilities.

QUALIFICATIONS:

1. A minimum of a high school diploma
2. Administrative Assistant experience required
3. Highly proficient in the use of technology
4. Red Cross Lifeguard training, CPR for the Professional Rescuer, and First Aid certificates (preferred)
5. Water Safety Instructor and Lifeguard Instructor certificates (preferred)

PERFORMANCE RESPONSIBILITIES:

Pool Supervisor

1. Supervises the lifeguards.
2. Creates lifeguard schedules and is responsible for payroll.
3. Promotes good school/community relations by keeping the community aware of programs available.
4. Maintains accurate and completes records of pool operations.
5. Reports all situations that pose a threat to health and safety.
6. Coordinates with district schools and schedules swim instruction units for grades 2-9.
7. Communicates maintenance issues with the certified pool operator.
8. Coordinates with the athletic director for swim team practice and other athletic team practices.
9. Other duties as assigned by the administration.

Facility Use and District Communications Coordinator

1. Is the lead person in charge of scheduling facilities through the use of Schedule Star.
2. Works with the Athletic Director and Principals to frontload curricular, extra-curricular and co-curricular activities.
3. Works with coaches to maintain updated information on the district's athletic website.
4. Responsible for processing requests to advertise on the athletic website.
5. Responds to outside requests for reservation of facilities within 24 hours.
6. Supports the district with updated calendars and reconciles any conflicts in scheduling.
7. Maintains paper and electronic filing systems for all outside reservations.
8. Responsible for invoicing outside organizations who reserve facilities.
9. Updates new information on the district's website.
10. Reconciles all ADA Compliance issues on Caro District website.
11. Ensures that both websites meet OCR compliance regulations and reconciles any non-compliant material.
12. Provides assistance with social media communication and monitoring.
13. Design and schedule items for the Hooper Street digital sign.
14. Collaborate on community newsletter.
15. Collaborate with multiple departments for annual planning.
16. Other duties as assigned by the administration.

PHYSICAL REQUIREMENTS

1. Requires prolonged sitting or standing
2. Requires stooping, kneeling, crawling, bending, turning, and reaching
3. Requires both indoor and outdoor work year-round

EMAIL A LETTER OF INTEREST AND RESUME INCLUDING REFERENCES TO:

Caro Community Schools

Attn: Kristen Stein

301 N. Hooper Street

Caro, MI 48723

kstein@carok12.org

DEADLINE: August 2, 2024