

Anoka Hennepin Independent School District #11 Position Standard

Community Ed – Recreation & Athletics Supervisor

Develop, coordinate and supervise recreation and athletic opportunities for residents of the Anoka-Hennepin School District.

Essential Functions:

- Develop, plan, organize and schedule programs and clinics for adults and youth leagues.
- Develop and coordinate teen programs and activities.
- Develop and maintain partnership and collaborations.
- Develop and monitor budget.
- Supervise assigned staff.
- Perform other responsibilities and tasks as assigned.

Minimum Qualifications:

- College degree and previous experience in community education or recreation/athletics.
- Ability / desire to use computer.
- Strong communication, human relation, and public relation skills.
- Good organizational skills including athletic scheduling.
- Ability / desire to work cooperatively in a team setting.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 20 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

Physical Factors includes:

Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision, far vision (over 20’), visual accommodation; field of vision;

Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.

Occasional: exposure to weather when driving is required.