

Anoka Hennepin Independent School District #11

Position Standard

Community School – Program Specialist

Essential Functions:

Provide oversight of Aquatics Supervisor who will:

- Plan, organize, implement and promote a comprehensive aquatics program including instruction, recreation, and specialty offerings.
- Hire, train, and supervise staff, including lifeguards, water safety instructors, and office staff.
- Plan and conduct water safety training programs to ensure aquatics staff meet all legal and safety requirements.
- Develop and manage the aquatics budget.

Support Program Development

- Collaborate with program staff to assess current programs, and identify additional program opportunities to enhance elementary and middle school afterschool programs.
- Develop partnerships with community organizations and K12 departments to enhance program opportunities.
- Assist in the analysis of program data to support State compliance requirements and identify gaps in service.
- Support improvements in quality by working with outside vendors to ensure high quality program delivery.

Minimum Qualifications:

- Bachelor's degree.
- Current certification in American Red Cross Water Safety and Lifeguard Instructor, Lifeguard Training, CPR, and First Aid, or the ability to acquire.
- Experience organizing swim programs and activities for infants through adults.
- Experience developing recreational programs.
- Experience supervising, hiring, and training staff.
- Excellent organizational, communication, and interpersonal skills.
- Strong computer skills.
- Ability to collaborate effectively to increase program quantity and quality.
- Must be able to lift a minimum of 20 pounds.
- Ability to maintain regular attendance, which includes completing an assigned day.
- 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/on site.

Preferred Qualifications:

- At least 3 years experience in aquatics, and 2 years in other recreational programming preferred.
- Experience working with community and non-profit organizations preferred.
- Experience working in schools or Community Education preferred.
- Experience working with economic, racial, and culturally diverse populations preferred.

Physical Factors:

Frequent: standing, walking, sitting, twisting/pivot, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, and visual accommodation.

Occasional: lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling, reaching, and exposure to weather when travel between district sites is required.