



JOB DESCRIPTION

Position Title: Learning Never Ends Coordinator

Department/Location: Recreation Department/Tosa West High School

Job Classification: Part Time-Recreation

Reports to: Recreation Program Coordinator

Supervises: N.A.

Position Summary: The Learning Never Ends Coordinator is a part time position responsible for planning the one night event. Responsible for finding at least 20 presenters to speak on various topics.

Qualifications:

- Evidence of self-motivation, enthusiasm, patience and flexibility
- Strong organizational skills, timely response by email, efficient communicator
- Ability to establish and maintain effective working relationships with colleagues
- Excellent interpersonal skills, including verbal and written communication
- Demonstrate initiative and ability to work independently with limited supervision
- Responsible and reliable.

Essential Job Functions:

- Responsible to find presenters for a minimum of 20 classes
- Responsible for all communications with the presenters
- Provide all copy for the LNE's section of the Activity Guide by the designated deadline, including all course descriptions. Review copy before goes to print.
- Assist with promoting the event by helping distribute promotional materials
- Assign volunteers to assist at the event and decide on specific duties each are responsible for. Responsible for all communications with volunteers.
- Provide presenter equipment needs to the Rec. Dept
- Assist with coordination of the LNE's event on the night it is held
- Responsible for follow up thank you notes to volunteers and presenters
- Prepare an evaluation of the event, including ideas or improvements that would enhance future LNE

Essential Physical/Mental Requirements:

- Work remotely
- Communicate effectively on the telephone and in-person to provide information and assistance
- Maintain concentration and focus on tasks requiring timeliness and accuracy