



SECTION I: GENERAL INFORMATION

Position Title: Enrichment Program Facilitator	Department: Community Education
Immediate Supervisor's Position Title: Enrichment Program Coordinator	FLSA Status: Non-Exempt
Job Summary: District 518 Community Education publishes a quarterly catalog featuring a variety of enrichment learning opportunities for adults and youth. Community Education continuously seeks new facilitators to lead these enrichment classes. Anyone with a unique talent or skill may apply to be an enrichment facilitator. Community Education strives to offer a variety of opportunities, but not every class idea is offered. Class offerings are scheduled and coordinated through the Enrichment Program Coordinator.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Meet with the Enrichment Program Coordinator for orientation prior to teaching a class.
- Collaborate with Enrichment Programs Coordinator to develop course description and set class dates and times.
- Determine supplies needed and review with the coordinator.
- Prepare for teaching the class
- Show up at the designated time and location to teach the class.
- Ensure that the space is returned to its original state before leaving.
- Complete basic job duties such as clocking in and out and approving hours.
- Maintain open communication with the coordinator throughout the process.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (Choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Possess a college degree and have experience in program development and promotion.
x	High school diploma or GED.		
	1 year college		Major field of study or degree emphasis:
		2 years college	
	3 years college		
		4 years college	
	1st year graduate level		
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training:			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring:	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<ul style="list-style-type: none"> ● Ability to present class to a group of students. ● Ability to problem-solve job-related issues; ability to describe problems orally or in writing to supervisor. ● Ability to maintain confidentiality of information. ● Ability to use a time clock system.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Occasional use of cleaning supplies to wipe off tables & chairs.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionall y	34-66% Frequentl y	66-100% Continuoussl y
Stand			x	
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds			x	

up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:
Light Work:
 Light work: exerting up to 20 pounds of force occasionally.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Equal Employment Opportunity

It is the policy of the Worthington School District to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation or age.