



Community Program Coordinator

(Under JJEC Review)

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OVERVIEW

Under the direction of the Principal, the Community Program Coordinator writes and reports on grants, supports budget preparation, and performs accounting duties for community arts, sports and physical literacy programming, works with Financial Services to contract service providers, solicits community financial support and volunteers and seeks community resources for future programming.

POSITION DESCRIPTION Community Program Coordinator

CPC – 1

Coordinate, and monitors community programming throughout the school year including managing registration/confirmation process, waitlists, attendances and providing support as needed.

CPC – 2

Under the direction of the Principal, assists in development of the budget for community arts, sports and physical literacy programming throughout the year, applies for funding for the before and after school programming through various grants, makes adjustments to programming as necessary, and maintains financial records.

CPC – 2

Works with Financial Services to contract service providers and persons of rapport for programs.

CPC – 3

Prepares grant applications (After School Sports and Arts Initiative (ASSAI), JumpStart/District of Saanich, President's Choice Children's Charity – Power Full Kids, Breakfast2Music) and prepares reports as required by granting agents within identified timelines.

CPC – 4

Maintains ongoing communication with funding organizations/businesses throughout the school year.

CPC – 5

Organizes and oversees before, after and lunch activities and programs including arrangements for space necessary for delivery of programs including classrooms, music rooms, libraries, gyms and arranges off-campus space rental as needed.

CPC – 6

In collaboration with the Principal, engages with and solicits community financial support and volunteers and seeks community resources for creation and implementation of future programming.

CPC – 8

Maintains ongoing communication with families, staff, and administration.

Account Clerk- School Based

AC-S - 1

Sets up and maintains financial records for public and non-public funds using computer accounting systems in accordance with District regulations, policies and procedures and following Generally Accepted Accounting Principles (GAAP)

AC-S - 2

Verifies public and non-public account transactions ensuring that actions are appropriate, properly coded and have the required supporting documentation to meet District and Government accounting requirements and reporting deadlines

AC-S - 4

Researches and resolves accounting discrepancies concerning invoices, petty cash, school accounts receivable and other related transactions

AC-S - 6

Compiles previous expenditure information, identifies budget shortages or surpluses

AC-S - 9

Receives goods, checks invoices and purchase orders for direct shipments and ensures the accuracy and condition of orders; resolves shipping problems and invoicing and receiving discrepancies by liaison with vendors, the Purchasing Department, school departments and end users for direct ship purchase orders

AC-S - 15

Provides information to District staff, students, parents, vendors and the public by telephone or in person

AC-S - 17

Assists with student supervision in the occasional, temporary absence of the teacher or principal.

AC-S - 18

Provides assistance to students and notifies parents of injury or illness; performs assigned duties during fire/earthquake drills and crisis situations

**QUALIFICATIONS FORM
Community Program Coordinator**

EDUCATION	<i>TECHNICAL REQUIREMENTS</i> Grade 12 or equivalent and completion of Financial Accounting 1 and Financial Accounting 2 or equivalent; preference for some office administration courses. (Must demonstrate bookkeeping competency by passing a related district test)
EXPERIENCE	<i>TECHNICAL REQUIREMENTS</i> Two (2) years specific financial accounting including administrative experience and experience writing applications and grants
KNOWLEDGE	<i>TECHNICAL REQUIREMENTS</i> Broad knowledge of computerized accounting, spreadsheet, database management and word processing applications Broad knowledge of Generally Accepted Accounting Principles (GAAP) Broad knowledge of District policies and regulations and legislative requirements that impact area of responsibility Broad knowledge of office procedures, business and communication skills Basic knowledge of the school system and a willingness to gain an understanding of District policies and procedures as they relate to the department <i>JOB SPECIFIC REQUIREMENTS (when required)</i> Knowledge of the principles of fund raising and charitable accounting Broad knowledge of a formal technology environment

SKILLS AND ABILITIES	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Keyboarding at 50 W.P.M. or data entry equivalency</p> <p>Mathematical ability to perform job related calculations. Use appropriate measures to ensure the safety of cash</p> <p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Effective written and oral communication skills and the ability to request and convey information in a diplomatic manner</p> <p>Ability to work independently with minimal supervision</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to organize and prioritize work</p> <p>Ability to interpret and apply appropriate financial and administrative methods, procedures and policies</p> <p>Ability to think analytically to interpret and resolve accounting discrepancies</p> <p>Ability to apply conflict resolution skills</p> <p>Ability to work in a team/school setting</p> <p>Ability to document, summarize and interpret information</p> <p>Ability to work well independently and as a member of a team</p> <p>Ability to compose business correspondence</p>
WORKING CONDITIONS	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Able to perform related physical and mental activities</p> <p>Able to lift up to 18 kg (40 lbs) on an occasional basis and operate related equipment</p>