

# Fuller Lodge Art Center – Class Coordinator Job Description

**Job Title:** Class Coordinator

**Job Type:** Part-Time/Full-Time

**Schedule:** 20-40 hrs/week

**Pay Range:** Beginning at \$12/hour with opportunities for a raise within the first 6 months.

## Job Summary

The Fuller Lodge Art Center is looking for a dedicated, deadline-oriented staff member to coordinate children's classes. The person selected for this position will work directly with staff, instructors, and students. The Class Coordinator is responsible for seeing classes through from start to finish and ensuring a positive experience for all participants involved in the 3 distinct semesters yearly. More specifically the Class Coordinator oversees scheduling classes for children, handling classroom booking, supervising children's classes, facilitating off-site classes, handling student registration and inquiries, supervising Summer Interns, and directing the Summer Art Camp.

## Essential Duties and Functions

The applicant chosen to fill this position will be expected to fulfill the following duties and functions:

- Recruit instructors to offer classes for our children's programs
- Set and keep realistic deadlines for putting together class schedules, advertising classes, etc
- Put together class schedules for spring, summer and fall semesters and collect contracts from instructors
- Become proficient in the use of the Art Center online class registration software: utilizing the software to monitor registration, create class rosters, collect and track payments, issue refunds, send payment receipts and class schedules and automated emails, and manage waitlists
- Maintain prompt, professional communications with instructors, students, and parents and promptly facilitating communication of schedule changes, permission slips, and cancellations
- Collect payments for class registration from students and parents
- Work closely with the Bookkeeper to handle payment of instructors and issuing refunds for class cancellations
- Work closely with the Marketing Director to print and distribute class schedules and advertise upcoming classes throughout the semester

- Direct Summer Art Camp
- Recruit, interview, and supervise summer interns
- Positively interact with children in our programs, both within the classroom setting and during supervised lunches and recesses
- Support instructors during their classes as needed
- Ensure that the facility is set up and opened on time for every class
- Handle booking birthday parties and other events that require facility space
- Manage and maintain the shared calendar of events

## Qualifications and Skills

### Education/Certification

- Experience working with children of varied ages
- CPR/First Aid Certification before working with students in youth programming

### Knowledge/Experience

Must have the ability to demonstrate and/or show competency in the following areas:

- Basic computer operating systems including a core understanding of word, spreadsheet, and design software, and online and networking functions
- Customer service relations
- Supervising youth and presenting positive role modeling through all interactions with program participants
- Strong organizational skills
- Ability to learn and use unfamiliar programs quickly
- Work a flexible schedule to meet programming and staffing needs
- Communicate effectively both orally and in writing

### Physical Demands

- Applicant should be able to work in a variety of environments including classroom space and meet those demands which may include light lifting, standing for extended periods of time, frequently making use of a flight of stairs, and maintaining a disease free environment.