Cabrillo College

SESNON HOUSE COORDINATOR

DEFINITION

Under direction, coordinates and oversees the scheduling, use and operation of the Cabrillo College Sesnon House, performs all duties related to the use of the facility and performs related work as assigned.

CLASS CHARACTERISTICS

This single position class has primary responsibility, under direction of the Director of Marketing and Communications, for coordinating and overseeing the use and promotion of the Sesnon House and completing all related activities. Successful performance of the work requires both organizational skills and written and oral communication skills to ensure the College regulations and policies are followed while providing maximum facility use and resultant income to the College. Responsibilities also include directing the work of short-term and student employees and activities related to the functioning of a college public use facility, which is used by both college and public groups.

EXAMPLES OF DUTIES (Illustrative only)

- Recommends and implements guidelines and procedures related to the use and operation of the Cabrillo College Sesnon House and ensures compliance with relevant policies and regulations
- Coordinates, schedules and oversees Sesnon House use and related activities with college staff, community members, non-profit and private groups
- Provides information to public and users, coordinates numerous details for scheduled events
- Contacts appropriate user groups to provide services
- Schedules daily set up and clean up for the facility and ensures the maintenance and order of the facility
- Develops materials for distribution reflecting Sesnon House policies and regulations
- Recommends equipment purchases and monitors expenses
- Arranges for facility and equipment maintenance and inspects to ensure timely and appropriate completion
- Monitors income, expenditures and budgets and processes deposits and invoices
- Generates daily correspondence
- Uses a personal computer to schedule use, generate reports and studies
- Answers phones and responds verbally and in writing to questions and requests
- Assists in marketing efforts to promote the Sesnon House in the community
- Maintains accurate records and files and prepares reports, correspondence and other written materials related to the work
- Represents the Sesnon House at large events and oversees and attends events at the Sesnon House
- Interviews, recommends, trains and acts as lead worker for student assistants
- May be required to do minor maintenance of facility, including light housekeeping, moving tables, chairs, and physical set-up of rooms
- Performs related duties as required and/or assigned
QUALIFICATIONS

Knowledge of:

- Events coordination including scheduling, arranging details for the event, and on-site coordination
- Program development, budgetary and administrative principles and practices
- Techniques for dealing with people of diverse academic, ethnic, socioeconomic and cultural backgrounds, and with people with disabilities
- General knowledge of the practices, principles and procedures of marketing and promotion
- Standard office practices, procedures, and equipment, including record keeping, common computer hardware and software
- Correct English usage, including spelling, grammar and punctuation
- Basic bookkeeping and budgetary principles and procedures
- Basic supervisory principles and practices

Skill in and ability to:

- Coordinate and oversee the operation and maintenance of a public use facility
- Apply and explain relevant laws, regulations, policies and procedures to college staff and members of the community
- Independently use initiative and sound judgment within established guidelines
- Coordinate multiple projects and meet critical deadlines
- Prepare clear, concise, and complete records, reports and other written materials
- Maintain accurate files and records
- Speak effectively in front of small groups
- Prepare reports, correspondence and other written materials
- Type or keyboard with sufficient speed and accuracy to enter data and prepare reports and correspondence
- Scheduling and directing work instruction and safety procedures to others

Other requirements:

- Must be able to safely lift and move equipment weighing up to 40 pounds
- Must be willing to work days, evenings and weekends

Education and experience:

A typical way to gain the knowledge, skills and abilities outlined above is:

Equivalent to completion of two years of college coursework in a related field AND two years of successful program coordination experience. Experience in a public or private organization coordinating large events is desirable.