

Lifelong Community Learning Program Manager Job Description

Lifelong Community Learning is a program of the Franklin Public Schools Lifelong Learning Institute, dedicated to providing diverse and enriched education and experiences for all area residents and children – a resource for all ages.

POSITION SUMMARY: To develop and administer Lifelong Community Learning programming to include enrichment courses that are educational, social, cultural, and recreational for residents of Franklin and the surrounding communities.

Reports To: Director of Lifelong Learning Institute

Salary: \$25.00 / per hour, non-benefits position

Location: Franklin High School, 218 Oak Street, Franklin, MA

Hours: Monday, Tuesday, Wednesday, Thursday ~ 1:00 PM – 5:00 PM, School year position. Hours may differ at the start and end of sessions to accommodate program visits.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

- Develop, organize, implement, evaluate, promote, and run internal and external programs/events for Lifelong Community Learning that match the needs of the community.
- Develop enrichment courses that are educational, social, cultural, and recreational for residents of Franklin and the surrounding communities for adults (18 years of age or older) and for Kids Corner (grades K-12).
- Assist the Director of Lifelong Music Academy with developing promotional materials, flyers and publicity for all Lifelong Community Learning programming and events.
- Recruit, supervise and evaluate qualified instructors.
- Visit off-site classes at least once each semester.
- Communicate with instructors and participants if there are any changes to scheduled programs due to illness or weather related cancellations.
- Create working relationships with area businesses and services in an effort to bring new learning opportunities to the Lifelong Community Learning program. This includes, but not limited to Franklin Downtown Partnership and Franklin Cultural District.
- Provide free community programming that is beneficial to families in Franklin. This is done in collaboration with public service organizations.
- Prepare and submit bi-weekly Lifelong Community Learning payroll.
- Maintain an operating budget, input financial projections, monitor and track finances throughout the year, track payroll and other expenses.

SKILLS and ABILITIES

- Ability to research and identify current trends and interests that will influence course selections and lead to participation growth.
- Computer literacy skills and a working knowledge of Microsoft and Google products, including Google Docs, Google Sheets, digital email marketing.

WORK SCHEDULE:

- This is a school year position, mid-August to early June. There may also be some hours needed during July to prepare for the start of fall classes.
- Work with various Franklin Public School departments to reserve rooms/space and other program-specific details.

SUPERVISORY RESPONSIBILITIES:

Oversee Lifelong Community Learning Instructors.

Job Requirements

EDUCATION and/or EXPERIENCE:

- Associates Degree preferred with 2+ years of experience in programs/activities.
- Positive attitude, detail oriented, and friendly with excellent customer service skills.
- Computer literacy skills and knowledge in registration software.
- Good organizational, planning, listening, and communication skills.
- Creativity and enthusiasm encouraged.
- Citizenship, residency or work VISA in United States required

How to Apply for this Position

Please send a cover letter with a copy of your resume to the hiring director listed below:

Pattie Gay, Director of Lifelong Learning Institute ~ Email: gayp@franklinps.net