



## **Community Engagement Coordinator**

**Revised 6/5/2024**

### **JOB DUTIES:**

- Ambassador and key contact for the outreach and engagement of school to the community
- Coordinate activities to reach out, appreciate and honor the community of Crosslake and surrounding area if applicable
- Work with community stakeholders to provide activities for students
- Looks out for the best interest of the community and the school by partnering to have activities filled with integrity
- Ensure the following activities: (some, all, most or new ideas are planned and followed through with: Halloween Parade, Service Breakfast, blood drive, open house, St Patrick's day, cabin fever, spaghetti dinner, evening for education, holiday open house, parents night out, golden horizons, service projects
- Any other duties assigned by school board or director

### **COMPENSATION:**

Stipend: \$1500

Professional Development 1-2 Days dependent upon activities or as approved by director