

COORDINATOR FOR INTEGRATION OF ARTS & EXTRACURRICULAR EVENTS
(Board of Cooperative Education Services)

DISTINGUISHING FEATURES OF THE CLASS: The work involves tasks related to organizing and facilitating academic tournaments and related events for the Board of Cooperative Education Services (BOCES) and component school districts and/or regional partners. Duties are performed independently under the general supervision of the Program Manager for Student Programs or other higher-level position. A Coordinator for Integration of Arts & Extracurricular Events does related work as required.

TYPICAL WORK ACTIVITIES:

- Organize and facilitate academic tournaments (e.g. Scholastic Challenge, Odyssey of the Mind, Lego, VEX Robotics, eSports, etc.);
- Locate and schedule appropriate venue for academic tournaments;
- Recruit volunteer support staff for events;
- Coordinate and/or conduct training for judges or participants;
- Coordinate purchase & budgeting of needed materials and assist in obtaining contracts for services from vendors;
- Facilitate theatrical events for participating schools and will be required to attend events and introduce troupe on behalf of BOCES;
- Plan and implement monthly School-to-Career trips with students to regional industries;
- Assist Program Manager with other related programs for student programs;
- Collaborate with component district staff and facilities to coordinate events, including travel to districts.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Must have excellent organization and communication skills; ability to plan, coordinate, and supervise a wide variety of events; ability to present information to the public; ability to organize and supervise the work of others; ability to prepare written and oral reports clearly and concisely; ability to understand and follow a program budget; must be comfortable speaking in front of large groups of people; knowledge in the operation of a personal computer and utilizing common office software programs including word processing, presentation, spreadsheet and databases; ability to readily acquire a familiarity with an agency's programs, goals, objectives, and operations; initiative; resourcefulness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

A) Possession of a Bachelor's Degree and one (1) year of experience in the coordination or planning of arts or extracurricular events.

OR

B) Possession of an associate degree and three (3) years of experience in the coordination or planning of arts or extracurricular events.

OR

C) Five (5) years of experience in the coordination or planning of arts or extracurricular events.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 5/1/2024