

Rosemount-Apple Valley-Eagan School District 196  
Job Description

**Title:** River Valley Project Explore Coordinator  
**Department:** Community Education  
**Reports to:** Community Education Manager  
**Classification:** Special Staff - 12 month; 1.0 FTE; Level 12  
**Exempt Status:** Non-Exempt

**Job Summary:** The River Valley Project Explore Adults with Disabilities Program Coordinator is responsible for the development, implementation and evaluation of programs and services that support adults with disabilities within the River Valley Project Explore Consortium (Independent School Districts 191, 192, 194, 195 and 196). This position oversees program operations, staff and volunteer supervision, event coordination, outreach, and community engagement to ensure high-quality, inclusive and meaningful experiences for participants.

**Duties and Responsibilities:**

Leadership & Supervision

- Recruit, select, train, supervise, schedule, and evaluate program staff.
- Provide ongoing coaching, on-site training, and support to ensure quality program delivery and staff development.
- Establish annual program goals and objectives to guide program growth and improvement.
- Advise Community Education secretary support on registration procedures, refunds, customer service, scholarship requests, outstanding payments, class packets, staff communications, and software use.

Program & Event Management

- Design and evaluate programs to ensure effectiveness and alignment with district and consortium priorities.
- Plan, coordinate, and manage activities for adults with disabilities, including large-scale events.
- Develop and implement outreach strategies to identify and engage adults needing services.
- Coordinate the design, production and distribution of marketing materials, to include four seasonal brochures, various flyers and communication pieces.
- Administer the program website and create, update and maintain content

Community Engagement & Representation

- Promote public awareness of the roles, needs, and abilities of persons with disabilities through community involvement, presentations and communication initiatives and promote opportunities for involvement.
- Develop and maintain an active River Valley Project Explore Advisory Council, ensuring diverse representation of participants and stakeholders.
- Attend and actively participate in River Valley Project Explore Foundation meetings, providing updates, program insights and relevant information to support decision-making and community engagement.

Budget & Resource Development

- Build and manage the program budget with assistance from the Manager, ensuring fiscal responsibility and alignment with consortium guidelines.

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- Partner with the River Valley Project Explore Foundation for scholarship and funding support.
- Solicit donations, sponsorships, and community partnerships to enhance program offerings and events.
- Develop and coordinate a system of volunteer recruitment, training, and management.

Administrative & Compliance Responsibilities

- Maintain accurate and complete computer-based records of participants, programs, and required department and state reports.
- Coordinate funding and placement of sign language interpreters and other accessibility supports.
- Ensure confidentiality of participant information and compliance with data privacy regulations.

Collaboration & Professional Involvement

- Serve on Community Transition Interagency Committees of the consortium districts.
- Participate in CEND and other professional organizations to monitor trends, share best practices, and identify emerging needs.
- Promote positive public relations between the program, departments, and community partners.
- Serve as a member of the Community Education Management Team

Other

- Work occasional evenings and weekends to support programs and events.
- Perform other duties as assigned.

**Education and/or Experience**

- Bachelor's degree in education, special education, recreation, or a related field
- Experience in program development and marketing; with adults with disabilities, preferred.
- Experience in supervising staff and volunteers.
- Strong skills in event planning, community outreach, and public speaking.
- Ability to build partnerships, manage budgets, and solicit community donations or sponsorships.
- Excellent organizational, interpersonal, and communication skills.

**Knowledge, Skills & Abilities**

- Proficient working with a culturally, ethnically, racially, socioeconomically and ability diverse communities
- Ability to relate with others and present a positive interaction in a professional manner with public, peers, and administration in all communication
- Ability to exercise confidentiality in handling School District information
- Ability to work collaboratively with office, district and consortium staff
- Excellent oral and written communication skills
- Office organizational and time management skills
- Detail orientated with excellent accuracy skills
- Ability to initiate, prioritize and complete tasks in a timely manner
- Knowledge of general office software and specific program planning and registration software

**Physical Demands**

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- Position involves listening, speaking clearly and visual acuity
- Position involves extended periods of sitting while working with computers
- Position involves occasional lifting up to 20 pounds of class materials, office supplies or mail

**Work Environment**

- Normal office conditions
- Requires travel between buildings as needed
- Requires occasional work on evenings and weekends