



Immediate Supervisor	PACT Community Education Coordinator	Work Day	3:30-5:15pm	FLSA Status	Non-exempt
Position Summary Leads hands-on building and construction themed class where students design, build, and problem-solve using legos, developing early STEM and fine-motor skills through project-based learning.					

Basic Duties and Responsibilities

- Plan weekly building projects and challenges appropriate for the age group
- Encourage teamwork, creativity, and problem-solving among students
- Manage daily attendance and pick-up procedures
- Create and maintain a safe, inclusive, and welcoming environment for all participants
- Enforce program behavior expectations and district policies
- Respond appropriately to minor injuries or incidents and report them to the Community Education Coordinator
- Maintain a clean, organized program space, including set-up and clean-up each session

Work Requirements and Characteristics

Education and Experience	Skill Requirements
A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character-traits.	• Interest or background in construction, engineering, woodworking, or other hands-on building activities • Experience working with children/youth in a classroom, camp, coaching, or similar setting preferred • Ability to pass a background check • Strong communication and relationship-building skills with children and parents • Reliable and able to commit to the program's schedule

Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart
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This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

Following the School Calendar