



Immediate Supervisor	PACT Community Education Coordinator	Work Day	3:30-5:15pm	FLSA Status	Non-exempt
Position Summary Facilitates hands-on building workshops using Home Depot Kids Workshop kits, guiding students step-by-step through simple projects to build confidence and basic tool skills.					

Basic Duties and Responsibilities

- Prepare kits and workstations ahead of each session
- Guide students step-by-step through kit assembly instructions
- Teach safe, age-appropriate use of basic tools (hammers, screwdrivers, etc., as applicable to each kit)
- Provide individualized help so every student is able to complete their project
- Track kit inventory and communicate supply needs to the Community Education Coordinator
- 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.	• Comfortable with basic hand tools and simple building or assembly projects • 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