



Title: West Linn Campus Coordinator
Department: School
Position Status: Regular Part-Time, Hourly, Non-Exempt
Effective Date: July 1, 2019

General Description:

The West Linn Campus Coordinator is responsible for the School of Oregon Ballet's West Linn Campus general office functions and reports directly to the School Performances & Events Coordinator and the School Director. This position requires evening hours.

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Student Attendance Management.
2. Individual Family Meetings.
3. Ancillary Administrative Duties.
4. Strategic Planning.
5. Accounts Receivable.
6. Coordinate teacher evaluations of students.
7. Summer Program Notifications.
8. Implementation of student and parent campus etiquette.
9. Direct correspondence with families and students.
10. Building maintenance coordination.
11. School e-mail account maintenance & response.
12. Coordination & management of storage and lockers for student belongings.
13. Attend meetings as requested.
14. Communication with departments as needed.
15. Maintain and communicate weekly class schedule.
16. Promote campus in community.

Position Competencies:

1. Goal oriented, adaptable to change, and able to work independently with minimal supervision.
2. Positive attitude and exceptional work ethic.
3. Excellent communication, collaboration, and problem-solving skills.
4. Strong attention to detail and accuracy, ability to organize information and prioritize work in a fast-paced environment.
5. Demonstrated experience in team building and working with all levels of staff to accomplish tasks and meet deadlines.

6. Proven experience working effectively with children in a youth organization or group setting.

Organization-Wide Competencies;

At OBT, we are creating a culture where all of us exhibit the following values and competencies:

1. Acknowledge and learn from our mistakes
2. Celebrate our successes
3. Treat each other with kindness, dignity and respect
4. Communicate frequently, directly and openly
5. Advance diversity, equity and inclusion
6. Global & Cultural Awareness

Supervisory Responsibility:

This position has no direct supervisory responsibilities.

Education and Work Experience:

Minimum of a high-school diploma or equivalent, 1-2 years' experience in an office or school administration setting or any similar combination of education and experience, be at least 18 years old, and have the ability to pass a background check. Dance background and/or experience working with teaching arts organizations a plus. Proficiency in Microsoft Office Suite of products, including Word, Excel, and PowerPoint. Experience in MindBody and QuickBooks is ideal.

Preferred Education and Experience:

1. High school diploma or equivalent.
2. Minimum two years in an office or school administration setting or similar position.
3. At least 18 years old.
4. Proficient in use of Microsoft Office Suite of products, including Word, Excel, and PowerPoint.
5. Experience in MindBody and QuickBooks is ideal.
6. Background or experience in ballet.

Work Authorization/Security Clearance:

OBT conducts background checks after a conditional offer of employment is made. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

Physical Requirements & Working Conditions:

This job operates in a professional office environment. This role routinely uses standard office equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Type/Expected Hours of Work:

This is a part-time position. Days and hours of work vary; operations typically run Monday through Friday, 2:00 p.m. to 9 p.m. This position requires evening hours. The position will be staffed for a maximum of 24 hours per week, 41 weeks per year. Possible reception support at Portland campus.

Travel:

Travel is rare and primarily local during the business day if necessary.

AAP/EEO Statement:

Oregon Ballet Theatre is committed to advancing equal employment opportunities. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state or federal law. We are committed to a diverse and cultural inclusive workplace in which our differences broaden our awareness, enrich our daily experiences and contribute to our collective strengths. This policy applies to all personnel activities including employment, promotion, compensation and termination.

Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____