

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

DIRECTOR, COMMUNITY EDUCATION AND SUMMER CAMP

FLSA STATUS: EXEMPT – PAY GRADE: 22-P

**JOB FAMILY: COMMUNITY RELATIONS/ DEVELOPMENT
JOB FUNCTION: MANAGERIAL/ SUPERVISORY**

24 Month Appointment

GENERAL STATEMENT OF JOB

The Director of Community Education and Summer Camp provides strategic leadership and operational oversight for all non-credit community education and FSCJ CampUS programs. This position collaborates with College leadership, faculty, staff, and external partners to design, develop, and implement community-focused educational and camp programs. The Director of Community Education and Summer Camp also ensures cohesive planning, operational excellence, and continuous improvement of all community education and summer camp initiatives, and serves as the primary advocate for program quality, participant experience, and overall program growth.

DUTIES AND RESPONSIBILITIES

Builds and maintains collaborative relationships with internal and external partners to advance community education and camp programs, continually assessing outcomes and making improvements.

Represents the FSCJ CampUS and community education program within the College and broader community, promoting visibility and strengthening engagement.

Designs and develops non-credit community education and summer camp programs, determining offerings, scheduling, instructional staffing, and ensuring proper completion and storage of all required documentation.

Ensures consistent communication of program goals, initiatives, and key updates.

Oversees annual planning for all community education and camp seasons, including scheduling, operations, staffing, risk management, and participant registration.

Leads daily camp and program operations to uphold the highest standards of safety, compliance, and participant well-being, ensuring staff performance and adherence to established protocols.

Establishes and manages the operating budget, exercises fiscal oversight, and ensures responsible stewardship of College resources.

Partners with the Marketing and Communications team to design and implement strategies to promote community education and summer camp programs.

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Provides regular reports on program development, performance, registration trends, and strategic priorities.

Performs other related duties, as assigned to support the mission and goals of FSCJ Community Education and CampUS.

SUPERVISION RECEIVED

Supervision is received from the Vice President for Strategic and Institutional Effectiveness.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and three (3) years of experience in continuing education, community education, workforce/community programming, youth/camp programming, or related program operations. Experience supervising full-time, part-time, or seasonal staff.

PREFERRED QUALIFICATIONS

Master's degree in education, public administration, business administration, recreation/parks management, youth development, or a closely related field from a regionally accredited institution and five (5) years of experience in community programming, youth camp administration, or noncredit program leadership.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Must be able to exert twenty to fifty (20-50) pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of sedentary work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

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Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 3/27/2026