

## JOB INFORMATION

|                         |                                |
|-------------------------|--------------------------------|
| Job Code                | CA28C                          |
| Job Description Title   | Coord III, 4-H Program Support |
| Pay Grade               | OP08                           |
| Range Minimum           | \$45,480                       |
| 33rd %                  | \$54,580                       |
| Range Midpoint          | \$59,130                       |
| 67th %                  | \$63,670                       |
| Range Maximum           | \$72,770                       |
| Exemption Status        | Exempt                         |
| Approved Date:          | 1/1/1900 12:00:00 AM           |
| Legacy Date Last Edited | 12/17/2013                     |

## JOB FAMILY AND FUNCTION

|               |                   |
|---------------|-------------------|
| Job Family:   | Outreach          |
| Job Function: | Extension Systems |

## JOB SUMMARY

Responsible for the daily operation of the Coosa River Science School (CRSS), Conference Center, and 4-H Summer Camp to include scheduling and booking tours.

## RESPONSIBILITIES

- Coordinates and oversees all support functions associated with the scheduling of visiting groups.
- Communicates trip details and assigned schedules with teachers, group leaders, and parents concerning upcoming trip and keeps those groups up-to-date concerning schedules, etc. throughout their visit.
- Develops and monitors weekly schedules for assigned seasonal staff .
- Maintains all records, paperwork, and school folders associated with the CRSS groups.
- Teach CRSS and 4-H Summer Camp science-based programs and outdoor education classes to visiting groups.
- Assists with CRSS curriculum development, and marketing of the programs.
- Facilitate staff development at staff meetings.
- May assist with routine animal care such as daily feeding, watering, and cleaning/sanitation of cages and enclosures.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                           |
|----------------------------|---------------------------------------------------------------------------|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
|----------------------------|---------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education                                                 |     | Years of Experience | Focus of Experience                                                             |  |
|-------------------|--------------------------------------------------------------------|-----|---------------------|---------------------------------------------------------------------------------|--|
| Bachelor's Degree | Degree in Education, Environmental Science, Recreation, or related | and | 6 years of          | Experience in communication, delivery of educational programs, and supervision. |  |

Substitutions Allowed for Experience ☐ Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                        | Licenses/Certification Details      | Time Frame      | Required/Desired |     |
|------------------------------------------------|-------------------------------------|-----------------|------------------|-----|
| DL NUMBER - Driver License, Valid and in State |                                     | Upon Hire       | Required         | And |
| Cardiopulmonary Resuscitation (CPR)            |                                     | within 180 Days | Required         | And |
|                                                | Brown-Water-Lifeguard certification | within 180 Days | Required         | And |
|                                                | Alabama boating license             | within 180 Days | Required         |     |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: ☐ Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              |            | X          |        |
| Walking                       |       |        |              |            | X          |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              |            | X          |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold      |       |        |              | X          |            |
| Extreme heat      |       |        |              | X          |            |
| Humidity          |       |        |              | X          |            |
| Wet               |       |        |              | X          |            |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Noise                  |       |        |              | X          |            |
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

**Vision Requirements:**  
Ability to see information in print and/or electronically.