
Auburn University Job Description

Job Title: **Coord, Outreach Programs**

Job Family: No Family

Job Code: **CA36**

Grade 31: \$31,300 - \$52,100

FLSA status: Non-exempt

Job Summary

Coordinates and identifies opportunities for Outreach educational programs and is responsible for the training of personnel on facility and program operations.

Essential Functions

1. Coordinates all aspects of Outreach-related educational program(s) and service(s) to include the planning, development, and execution of programs.
2. Establishes and evaluates successful metrics for program(s) and incorporates changes as needed in order to ensure continuous growth and success of program(s).
3. Coordinates and provides hands-on training to staff and/or volunteers to ensure others are successfully maintaining the facility (if applicable) and conducting program(s) as required.
4. Works in conjunction with other staff and/or volunteers to support current programs and identify new opportunities.
5. May be responsible for monitoring the conditions of facility(ies) and grounds to ensure janitorial and other maintenance is performed as necessary.
6. May be responsible for assisting in marketing and communication efforts.
7. May be responsible for performing other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in discipline related to program, Education, or related field.
Experience (yrs.)	2	Experience in providing educational services to children and adults.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions 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 Required Knowledge

Knowledge of best practices for nature-based educational programming.
Knowledge of local, state, and federal rules, regulations, and policies as they relate to educational programming.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Date: 6/12/2018
