
Auburn University Job Description

Job Title: **Admstr, Outreach Education- KPNC**

Job Family: No Family

Job Code: **CA47**

Grade OP09 \$45,100 - \$72,200

FLSA status: Exempt

Job Summary

Reporting to the Kreher Preserve & Nature Center (KPNC) Manager, the Outreach Education Administrator administers the KPNC's engagement, learning programs and initiatives, as well as executes the KPNC's mission of high-quality nature-based education for the entire community. Leads Woodland Wonders Nature Preschool, ensuring excellence in preschool education through an emergent curriculum and focus on nature-based learning. Ensures delivery of relevant, engaging, accessible, diverse, and inclusive mission-based experiences, digital resources, and other educational services, on-campus, online, and offsite.

Essential Functions

1. Develops, executes, and manages KPNC outreach programs, events, workshops, classes, research, camps, schools, and education, including Woodland Wonders Nature Preschool. Responsible for maintaining a diverse and full annual lineup of programs and educational resources for KPNC visitors. Responsible for understanding the demographics, availability, challenges, needs, and desires of the community and providing relevant, suitable programming.
2. Provides personnel management for programming, education, and preschool employees and volunteers including recruiting, hiring, training, evaluating, discipline, separating, and human resource management.
3. Provides leadership and quality control to the Woodland Wonders Nature Preschool, ensuring mission goals are achieved and university, local, state, and federal guidelines and recommendations are met.
4. Manages acquisitions, inventory, and storage of educational and interpretive materials and supplies.
5. Maintains a strong educational and interpretive online presence for the KPNC through social media channels.
6. Acts as liaison with K-12 teachers throughout the region to conceptualize and administer innovative, diverse, and applicable nature-based supplemental educational opportunities for students.
7. Develops interpretive signage and kiosks to educate visitors, students, and classes about the natural resource assets of the KPNC.
8. Works with the KPNC Manager to develop, highlight, and cultivate natural resource assets at the KPNC for the purposes of outreach, education, and engagement.
9. Develops and implements outreach education websites and online/digital resources.
10. Monitors condition of facilities and grounds and reports janitorial and maintenance needs to Manager.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and

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The above essential functions are representative of major duties or 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 Forestry, Wildlife Science, Biology, Early Childhood Education, or related field
Experience (yrs.)	4	Experience in early childhood education or outreach programs targeting pre-school age children. Nature pre-school experience is desired. Experience designing and executing broader, nature-based educational programming for the public.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of best practices for nature-based, outdoor, educational programming.

Knowledge of multiple areas of child development (physical, social, emotional, cognitive, creative), as well as appropriate communication with parents of young children.

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups.

Knowledge of local, state, and federal rules, regulations, and policies as they relate to educational programming and preschool education.

Knowledge of and familiarity with plant and animal diversity and natural systems of the Southeastern United States, including forest and wildlife management goals and strategies.

Certification or Licensure Requirements

Valid driver's license.

CPR/First Aid Certificate or ability to obtain within 60 days of date of hire.

ALSDE Teacher Certification or ability to obtain within 60 days of date of hire.

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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, and lifting up to 100 pounds.

Ability to see information in print and/or electronically, ability to distinguish colors, ability to see and

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make out details from a distance.

Date: 5/11/2022

