AUBURN
Human Resources

Dir, Alabama 4H Center

Job Description

JOB INFORMATION

Job Code	CA05
Job Description Title	Dir, Alabama 4H Center
Pay Grade	OP13
Range Minimum	$79,530
33rd %	$100,730
Range Midpoint	$111,340
67th %	$121,940
Range Maximum	$143,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/5/2018

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Extension Systems

JOB SUMMARY

Reporting to the 4-H Program Assistant Director, responsible for the efficient day-to-day operations of Alabama 4-H Center that includes a conference and catering center, dorms and cabins, and a licensed school. Directs the mission of serving Alabama youth, including the need for affordable youth events and activities, while balancing a marketable price point for adult and corporate property use. Oversees the demands and special interests of Auburn University, the Alabama Cooperative Extension System, Alabama 4-H, and the Alabama 4-H Foundation Board.

RESPONSIBILITIES

- Oversees the operations of the Center, including administration, programming, food service and dining, maintenance, building and grounds, and housekeeping. Responsible for facility safety, cleanliness, and high customer service standards for all guests.
- Provides leadership for the management of human resource actions for the Center including establishing positions; develops job descriptions, identifies work duties, developing performance assessment procedures, and recruiting, selecting, and hiring staff.
- Oversees the development of the Center’s budget and monitors the expenditures and allocation of funds.
- Secures resources and develops, implements, and evaluates strategies to market the Center to both private and public users. Provides leadership for public relations, fundraising, and the creation of long-term systems that will sustain the Center.
- Works cooperatively to ensure that high quality educational programming is provided to 4-H Youth, other youth, adults, and corporate users. Ensures that the 4-H Center meets and/or exceeds the American Camp Association standards and that all youth programming adheres to the mission, polices, and guidelines of Alabama 4-H, Alabama Cooperative Extension System, and Auburn University.
- Compiles fiscal, marketing, and maintenance reports for the Center. Develops and implements a business plan for the 4-H Center in cooperation with the 4-H Foundation Board of Directors and the Alabama Cooperative Extensions System.
- Collaborates with the 4-H Foundation Board of Directors to identify and develop new Board members. Communicates the Center’s purpose and vision to staff and stakeholders.
- Drafts and assembles policies and procedures as needed for the 4-H Center’s operations in partnership with the State 4-H Office and Auburn University. Establishes and monitors priorities to ensure that staff members conduct business in accordance with set policies and procedures.

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	Supervises others with full supervisory responsibility.

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 to 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 Business Administration, Business Management, Hospitality Management, Communications, Marketing, or related field. Master's degree preferred.	and	6 years of	Experience in hospitality management, or community and government relations, and/or development relations. At least 2 years' supervisory experience required.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of hospitality management and administration to include sound budgeting practices and needs assessment practices.	
Knowledge of business operations and supervisory practices and methods.	
Knowledge of fund development and marketing practices to include community and government relations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	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	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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