AUBURN
Human Resources

Coord I, 4-H Program Support

Job Description

JOB INFORMATION

Job Code	CA28A
Job Description Title	Coord I, 4-H Program Support
Pay Grade	OP05
Range Minimum	$37,880
33rd %	$42,930
Range Midpoint	$45,460
67th %	$47,980
Range Maximum	$53,030
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 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 Education, Environmental Science, Recreation, or related	and	2 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.