AUBURN
Human Resources

Mgr, Kreher Preserve & Nature Center

Job Description

JOB INFORMATION

Job Code	CA35
Job Description Title	Mgr, Kreher Preserve & Nature Center
Pay Grade	OP10
Range Minimum	$55,430
33rd %	$68,370
Range Midpoint	$74,830
67th %	$81,300
Range Maximum	$94,230
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/6/2022

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Responsible for the overall operations of the Kreher Nature and Preserve Center to include administrative oversight, personnel management, financial planning, and strategic planning.

RESPONSIBILITIES

- Provides overall administrative oversight of the KPNC including strategic planning, collaborating with the KPNC Advisory Board, managing personnel, and performing finance and budget duties.
- Manages and leads membership initiatives, development activities, and client relations in an effort to ensure the continuous growth of membership, donors, and outreach efforts.
- Manages the volunteer program ensuring adequate number of volunteers are available to support operations and that all volunteer utilization and practices comply with Auburn University policy.
- Manages the KPNC's overall communication and marketing efforts aimed to support the strategic goals, plans, and mission of the Center.
- Coordinates the facility rental program and supervises utilization of all facilities within KPNC.

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

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	Communications, Marketing, Business Administration, Business Management, or related field.	and	5 years of	Experience in providing overall management and oversight to an outdoor education center or related organization.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of nature-center operations and administration including budget, finance, personnel, and membership programs.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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.