AUBURN
Human Resources

Coord, Outreach Programs

Job Description

JOB INFORMATION

Job Code	CA36
Job Description Title	Coord, Outreach Programs
Pay Grade	OP05
Range Minimum	$37,880
33rd %	$42,930
Range Midpoint	$45,460
67th %	$47,980
Range Maximum	$53,030
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/12/2018

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

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

RESPONSIBILITIES

- Coordinates all aspects of Outreach-related educational program(s) and service(s) to include the planning, development, and execution of programs.
- Establishes and evaluates successful metrics for program(s) and incorporates changes as needed in order to ensure continuous growth and success of program(s).
- 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.
- Works in conjunction with other staff and/or volunteers to support current programs and identify new opportunities.
- May be responsible for monitoring the conditions of facility(ies) and grounds to ensure janitorial and other maintenance is performed as necessary.
- May be responsible for assisting in marketing and communication efforts.

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

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 discipline related to program, Education, or related field.	and	2 years of	Experience administering educational/outreach programs or coordinating events, programs, or projects.	

Substitutions Allowed for Education	Yes
Substitution 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	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 KNOWLEDGE, SKILLS, & ABILITIES

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.	

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.