AUBURN
Human Resources

Admstr, Outreach Education- KPNC

Job Description

JOB INFORMATION

Job Code	CA47
Job Description Title	Admstr, Outreach Education- KPNC
Pay Grade	OP09
Range Minimum	$51,170
33rd %	$61,400
Range Midpoint	$66,520
67th %	$71,630
Range Maximum	$81,870
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/11/2022

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

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.

RESPONSIBILITIES

- 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.
- Provides personnel management for programming, education, and preschool employees and volunteers including recruiting, hiring, training, evaluating, discipline, separating, and human resource management.
- 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.
- Manages acquisitions, inventory, and storage of educational and interpretive materials and supplies.
- Maintains a strong educational and interpretive online presence for the KPNC through social media channels.
- 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.
- Develops interpretive signage and kiosks to educate visitors, students, and classes about the natural resource assets of the KPNC.
- Works with the KPNC Manager to develop, highlight, and cultivate natural resource assets at the KPNC for the purposes of outreach, education, and engagement.
- Develops and implements outreach education websites and online/digital resources.
- Monitors condition of facilities and grounds and reports janitorial and maintenance needs to Manager.

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	in Forestry, Wildlife Science, Biology, Early Childhood Education, or related field	and	4 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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, should have depth perception and the ability to distinguish colors.

Additional Special Requirements:

Ability to see and make out details from a distance