AUBURN
Human Resources

Dir, Auburn Youth Outreach Programs

Job Description

JOB INFORMATION

Job Code	CA64
Job Description Title	Dir, Auburn Youth Outreach Programs
Pay Grade	OP12
Range Minimum	$69,150
33rd %	$87,590
Range Midpoint	$96,810
67th %	$106,030
Range Maximum	$124,480
Exemption Status	Exempt
Organizational use restricted to the following divisions	160 Assoc Prov & VP for Outreach
Approved Date:	2/16/2024 10:06:23 AM

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

The Director of Auburn Youth Outreach Programs directs all activities associated with Auburn Youth Programs including supervision of full and seasonal staff and to protect and provide programming for more than 4,000 K-12 youth attending Auburn University's campus annually.

RESPONSIBILITIES

- Manages the daily operations of Auburn Youth Programs which includes staff supervision, budget development, and oversight of communication, marketing, and event management. Manages the campus-wide camp schedules in collaboration with housing, dining, and multi-use facilities. Maintains and manages the summer policy manual. Develops and coordinates outreach programs for target groups, assesses program needs, organizes materials, and evaluates program success. Develops and implements strategic plans and operation issues. Manages projects through phases of identification, requirement, scope, estimating, budgeting, planning design, procurement, and construction.
- Develops campus relationships with programs participants by meeting with internal and external clientele to define needs or programs areas and develop appropriate youth programming.
- Initiates and maintains communication and marketing efforts which include social media posts and ads, website content, and promotions of campus programs.
- Oversees the Auburn Youth Programs budget development, forecasting, and reconciling, and monitors the budget for over 50 individual programs. Develops camps and program pricing.
- Generates reports and maintains databases for the programs to provide information to various departments, clients, and staff. Manages surveys for applications, camps, scholarships, and summer camp registration purposes. Oversees registration numbers and reporting to Outreach and Office of Professional & Continuing Education (OPCE) Leadership and campus partners.
- Develops and reviews all work including reviewing and approving proposals and contracts ensuring consistency and compliance with institutional, state, federal, and other regulations. Negotiates fees and camps responsibilities with all internal and external partners.
- Recruits, hires, supervises, and develops a staff of outreach administrators and support staff to provide service and training for delivered programs.

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	No specific discipline.		7 years of	Experience in the design, implementation, delivery and management of educational programs/services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education policies and procedures.	
Knowledge of operational business, financial management, business, branding, marketing, and promotion.	
Strong written and verbal communications, and interpersonal skills required.	

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 and distinguish colors.

Travel Requirements:

None Required