

JOB INFORMATION

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| Job Code | CA47 |
| Job Description Title | Admstr, Outreach Educ- KPNC |
| Pay Grade | OP09 |
| Range Minimum | \$50,170 |
| 33rd % | \$60,200 |
| Range Midpoint | \$65,220 |
| 67th % | \$70,230 |
| Range Maximum | \$80,270 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 5/11/2022 |

JOB FAMILY AND FUNCTION

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| Job Family: | Outreach & Extension |
| 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.

SUPERVISORY RESPONSIBILITIES

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| 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. |
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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 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 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

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| 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

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|----------------------------|-------|
| Physical Demands Category: | Other |
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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, should have depth perception and the ability to distinguish colors.

Additional Special Requirements:

Ability to see and make out details from a distance