
Auburn University Job Description

Job Title: **Dir, Alabama 4H Center**

Job Family: No Family

Job Code: **CA05**

Grade OP13 \$70,000 - \$126,000

FLSA status: Exempt

Job Summary

Reporting to the 4-H Program Assistant Director, responsible for the efficient day-to-day operations of Alabama 4-H Center that includes a conference and catering center, dorms and cabins, and a licensed school. Directs the mission of serving Alabama youth, including the need for affordable youth events and activities, while balancing a marketable price point for adult and corporate property use. Oversees the demands and special interests of Auburn University, the Alabama Cooperative Extension System, Alabama 4-H, and the Alabama 4-H Foundation Board.

Essential Functions

1. Oversees the operations of the Center, including administration, programming, food service and dining, maintenance, building and grounds, and housekeeping. Responsible for facility safety, cleanliness, and high customer service standards for all guests.
2. Provides leadership for the management of human resource actions for the Center including establishing positions; develops job descriptions, identifies work duties, developing performance assessment procedures, and recruiting, selecting, and hiring staff.
3. Oversees the development of the Center's budget and monitors the expenditures and allocation of funds.
4. Secures resources and develops, implements, and evaluates strategies to market the Center to both private and public users. Provides leadership for public relations, fundraising, and the creation of long-term systems that will sustain the Center.
5. Works cooperatively to ensure that high quality educational programming is provided to 4-H Youth, other youth, adults, and corporate users. Ensures that the 4-H Center meets and/or exceeds the American Camp Association standards and that all youth programming adheres to the mission, policies, and guidelines of Alabama 4-H, Alabama Cooperative Extension System, and Auburn University.
6. Compiles fiscal, marketing, and maintenance reports for the Center. Develops and implements a business plan for the 4-H Center in cooperation with the 4-H Foundation Board of Directors and the Alabama Cooperative Extensions System.
7. Collaborates with the 4-H Foundation Board of Directors to identify and develop new Board members. Communicates the Center's purpose and vision to staff and stakeholders.
8. Drafts and assembles policies and procedures as needed for the 4-H Center's operations in partnership with the State 4-H Office and Auburn University. Establishes and monitors priorities to ensure that staff members conduct business in accordance with set policies and procedures.
9. May perform other related duties as assigned by the 4-H Program Assistant Director.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the

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knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business Administration, Business Management, Hospitality Management, Communications, Marketing, or related field. Master's degree preferred.
Experience (yrs.)	6	Experience in hospitality management, or community and government relations, and/or development relations. At least 2 years' supervisory experience required.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of hospitality management and administration to include sound budgeting practices and needs assessment practices.

Knowledge of business operations and supervisory practices and methods.

Knowledge of fund development and marketing practices to include community and government relations.

Certification or Licensure Requirements

Valid Driver's License.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Date: 10/5/2018
