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Developed by:.....TEP
Reviewed by:.....Mitchell
Approved by:.....RHL
Date:.....7/92; 4/11

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, WAJ/Environmental Education Center
DIVISION: Business and Finance
REPORTS TO: Director, W. Alton Jones Campus
GRADE: 13
SUPERVISES: Professional, Management, Clerical, Dining,
Janitorial, Nursing, Education, and Camp Personnel

BASIC FUNCTION:

Responsible for the overall management of all aspects of the Environmental Education Center's operations, services, and facilities; for the direction and development of all internal and external educational programs and conferences; and for the coordination of all operations, services, and programs with campus wide operations. Responsible for marketing the Center's programs, conference services and facilities, and for the coordination of its physical, financial and personnel resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership and direct supervision to clerical and nursing staff, seasonal camp managers, the supervisor of year-round educational program staff, and the supervisor of kitchen and janitorial staff, as well as their staff. Oversee the hiring, training and evaluation of all Center staff according to program needs and budgetary restrictions.

Provide leadership to the development of educational programs which can serve students on both a day basis and a residential (overnight) basis.

Coordinate all the Center's operations, including housekeeping, food services, inventory control, and care of facilities for a 200-bed camp, lodge, and retreat center, accompanying grounds, trails, adventure courses, and waterfront.

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Develop and implement a marketing program for the Environmental Education Center which attracts new educational and conference clients, enhances the financial viability of the Center, and reflects the Center's and campus' philosophical commitment to environmental education and to continuing education.

Supervise and account for the Environmental Education Center's financial affairs, including budget preparation, pricing of services, control of expenditures, including purchasing and payroll, and generation of revenue sufficient to support all programs and on-going expenditures within the overall campus budget.

OTHER DUTIES AND RESPONSIBILITIES:

Plan the development of new educational programs, facilities and staffing patterns which both reflect campus philosophy as well as accommodate the need for self-sufficient financial status. Plan and coordinate the implementation of the Center's short- and long-range maintenance, staffing, programming and revenue goals.

Carry cell phone to be on-call and reachable 24/7 year-round when children are in residence attending WAJ programs.

Write grants, manage bids, and work and report on grant-funded projects.

Develop, update, and maintain EEC website.

Pursue quotes and bids on such big-ticket items as brochures and summer transportation (e.g., vans/activity buses).

Approve departmental purchases, sign/approve departmental invoices for payment, review/sign weekend conference/user group contracts.

Carry out successful accreditation through the American Camp Association.

Serve on boards of related professional associations where appropriate.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software. Valid driver's license required.

ENVIRONMENTAL CONDITIONS:

The incumbent is subject to both inside and outside work and extreme cold and hot temperatures can be encountered in this position. This position requires 24 hour call-back in cases of emergency and supervisory presence, when required, on all shifts.

QUALIFICATIONS:

REQUIRED: Master's degree in education, science education, educational administration or related field; minimum of three years of experience administering educational programs and facilities, and supervising teaching and support staff, with demonstrated ability in both areas; demonstrated commitment to environmental education and other forms of non-traditional and continuing education; strong interpersonal skills, the ability to communicate effectively verbally and in writing, and the ability to organize, coordinate and supervise support staff; ability to interpret institutional policies, plans, objectives, rules and regulations, and communicate the interpretation to subordinates and others.

PREFERRED: Master's degree in environmental education.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.