

OUTDOOR-EDUCATION CENTER MANAGER	4591
ASSISTANT OUTDOOR-EDUCATION CENTER MANAGER	4574

DEFINITION

Supervises the physical operations and coordinates the instructional program of an outdoor education center. The Outdoor-Education Center Manager is the center site supervisor. The Assistant Outdoor-Education Center Manager assists in center supervision and coordination and assumes full responsibility in the Manager's absence.

TYPICAL DUTIES

Supervises the operations of an outdoor education center by:

- Assisting the Coordinator, Outdoor Education, in creating, organizing, planning, coordinating, and evaluating the program
- Managing the operation of a center, including responsibility for maintenance of facilities, care and safety of students and staff, security of grounds and buildings, problem resolution and guidance during emergency situations
- Preparing agendas and conducting training sessions for the center staff
- Conducting orientation meetings for classroom teachers, students, and counselors
- Supervising and participating in the preparation of reports on store sales, student-body fund deposits, food services, accidents, and illnesses
- Conducting fire drills, making inspections of the center, and evaluating safety procedures
- Obtaining first aid and medical aid for students
- Assisting the Coordinator, Outdoor Education, in coordinating operations with maintenance personnel and representatives of other agencies, such as the U. S. Forestry Service, County Health Department, and Department of Fish and Game
- Organizing and supervising campfire and evening programs
- Coordinating maintenance and food service activities with department personnel
- Operating office machines, including personal computers, to create materials, such as newsletters and reports, related to center operations
- Maintains positive relations with District and non-District partners such as NASA and various foundations, universities, and community based organizations.
- Supervising the opening and closing of the center.

Drives a truck to transport luggage, food supplies, and other items.
Supervises students swimming.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Outdoor-Education Center Manager directs and coordinates the operations of an outdoor-education center.

The Assistant Outdoor-Education Center Manager assists in coordinating the operations of an outdoor-education center.

A Naturalist prepares and presents instructional materials to students regarding environmental and outdoor education studies, STEM curriculum, conducts nature hikes, and leads recreational activities related to outdoor education.

SUPERVISION

The Outdoor-Education Center Manager receives general direction from the Coordinator, Outdoor Education. The Assistant Outdoor-Education Center Manager receives general supervision from the Outdoor-Education Center Manager. Both the Assistant Manager and the Manager exercise general supervision over Naturalists, the Outdoor Education Programs Coordinator, Outdoor-Education Assistants, and maintenance personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Fundamentals of organizing and conducting outdoor and environmental education, science inquiry process, engineering design process, and human relations activities
- Safety regulations governing the use of outdoor-education sites, equipment, and supplies
- A variety of outdoor and environmental education subjects that may include astronomy, botany, ecology, geology, engineering, field studies, experiment process, hydrology, and mythology
- Fundamentals of current instructional practices and curriculum standards.
- First-aid procedures

Ability to:

- Train and supervise personnel effectively
- Enforce safety and disciplinary rules
- Establish and maintain harmonious relationships with students and adults
- Prepare clear, concise reports and directions
- Operate a two-axle truck weighing approximately 20,000 pounds gross
- Speak and write clearly and effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably with a major in elementary education, natural sciences, environmental education, conservation, or forestry. Additional experience conducting outdoor and environmental education programs may be substituted on a year-for-year basis for up to two years of the required education, provided that the requirement of a high school diploma or equivalent is met.

Experience:

Outdoor-Education Center Manager:

Two years of experience supervising outdoor and environmental education programs.

Assistant Outdoor-Education Center Manager:

One year of experience developing or conducting outdoor and environmental education programs.

Special:

Eligible candidates must be a minimum of twenty-three (23) years of age by date of appointment. (California Code of Regulations, Title 17, Section 30751)

A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

A Lifeguarding Certificate issued by the American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

A State of California Wastewater Operator Certificate must be obtained within six months after appointment.

A valid California Driver License.

Use of an automobile.

Managers are required to live at an outdoor-education center for five days a week, work variable hours, eat meals with the children, and remain subject to 24-hour call in case of emergency.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
08-18-14
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