

OUTDOOR-EDUCATION ASSISTANT (FEMALE)
OUTDOOR-EDUCATION ASSISTANT (MALE)

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DEFINITION

Assists in supervising students in recreational, dining, and other group activities at an outdoor-education center to promote positive student interaction and develop human relations skills.

TYPICAL DUTIES

Supervises students in washing for meals, dining room clean-up, and playground activities.
Supervises students preparing for bed, morning rising, and showering.
Assists students with conservation and recreational projects.
Supervises students in developing campfire, flag-ceremony, and other programs.
Responds to the problems of students during sleeping hours.
Assists students with craft, team building, and human relations activities.
Supervises students in packing and unpacking.
Assists in maintaining a center in a safe, clean condition.
Assists in opening and closing the center by setting up and removing tents, beds, and other items in the center.
May assist in unloading and storing bird and animal feed and other center supplies.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Outdoor-Education Assistant (Male) supervises male students during play periods, meals, and at night in the dormitories. An Outdoor-Education Assistant (Female) performs the same functions for female students.

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

General supervision is received from the Outdoor-Education Center Manager, Assistant Outdoor-Education Center Manager, or Outdoor Education Programs Coordinator. No supervision is exercised over District employees.

CLASS QUALIFICATIONS

Knowledge of:

Safety rules to be observed by students
Acceptable behavior standards required of students
First-aid procedures

Ability to:

Enforce safety and disciplinary rules
Establish and maintain harmonious relationships with students and adults
Provide standards of health practices, table manners, and personal behavior
Direct play, recreational, and program based activities for students

Special Physical Requirements:

Strength and dexterity to participate in strenuous physical activities
Safely lift and carry objects weighing up to 30 pounds
Manual dexterity to set up and dismantle center equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Training in the fields of outdoor education and physical or natural science is preferable.

Experience:

Six months experience teaching, coaching, or leading camping, scouting, or other youth group activities.

Special:

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.

Water Safety Instructor, Lifeguarding, and CPR Certificates issued by the American Red Cross are preferable for some positions.

SPECIAL NOTES

1. Satisfactory performance of duties requires variable daily hours. Sleeping facilities are provided at the Center.
2. Positions in this class are limited to 799 hours a year.
3. Credit may be given for field work with current enrollment at a recognized college or university.

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
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