

OUTDOOR-EDUCATION PROGRAMS COORDINATOR

DEFINITION

Plans, coordinates, and conducts the day-trip and weekend outdoor-education programs for elementary and secondary school students at an outdoor-education center and manages the operation of a center on weekends.

TYPICAL DUTIES

- Plans and coordinates specialized instructional, natural science, and outdoor activities for elementary and secondary school students in conducting the day-trip and weekend programs at an outdoor-education center.
- Conducts group nature hikes, tours, and campfire programs and presents ecological, environmental, and nature instruction to students.
- Manages the operation of a center on weekends, 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.
- Develops and presents in-service training programs for subordinates and assists in conducting orientation programs for students, new employees, and school sponsors.
- Provides information about the outdoor-education, day-trip, and weekend programs to teachers and administrators.
- Completes required forms and reports, including time reports, program evaluation forms, food service reports, and accident and illness reports.
- Assists in conducting fire drills and inspecting cabins and grounds for hazardous conditions.
- Coordinates food service programs with food service personnel.
- Obtains first aid and medical aid for students.
- Assists in the care and feeding of animals.
- Acts as lifeguard during recreational swimming periods.
- Drives a truck to transport luggage, food supplies, and other items.
- Performs various maintenance activities, including minor repair of tools and machinery, brush clearing, and tree trimming.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Outdoor-Education Programs Coordinator plans and coordinates instructional and outdoor education activities in conducting the day-trip and weekend programs at an outdoor-education center, and manages the operation of a center on weekends.

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

General supervision is received from the Outdoor-Education Center Manager and the Assistant Outdoor-Education Center Manager. General supervision is exercised over Outdoor-Education Assistants.

CLASS QUALIFICATIONS

Knowledge of:

- Fundamentals of organizing and conducting outdoor-education activities
- A variety of outdoor education subjects that may include astronomy, botany, ecology, geology, hydrology, metrology, mythology, and zoology
- Safety rules and practices governing outdoor-education activities and the use of equipment and supplies
- First-aid procedures

Ability to:

- Establish and maintain harmonious relationships with children and adults
- Train and supervise personnel effectively
- Enforce safety and disciplinary rules
- Make minor repairs to hand tools and machinery
- Operate a two-axle truck weighing approximately 20,000 pounds gross
- Express oneself clearly in oral and written communication
- Speak and write clearly and effectively

Special Physical Requirements:

- Stamina to perform duties out of doors under all weather conditions
- Ability to speak clearly and loud enough to be heard by groups

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree preferably with a major in the natural sciences that included courses in the natural resources and environment. Additional experience conducting outdoor-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:

One year of experience developing or conducting nature study programs.

Special:

- Eligible candidates must be a minimum of twenty-five (25) years of age by date of appointment. (California Administrative Code, 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 valid California Driver License.

SPECIAL NOTE

The Outdoor-Education Programs Coordinator is required to live at an outdoor-education center for five days a week, including weekends; work variable hours; and remain subject to 24-hour call in case of emergency.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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