

OUTDOOR-EDUCATION CENTER MANAGER	4591
OUTDOOR-EDUCATION CENTER ASSISTANT 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 Outdoor-Education Center Assistant 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 certificated Coordinator, Outdoor Education, in creating, organizing, planning, implementing, and evaluating the effectiveness of the outdoor-education program
- Managing the operation of a center, including the 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 staff
- Conducting orientation meetings for school site administrators, classroom teachers, parents, and students
- Supervising and participating in the preparation and review of reports related to payroll, store sales, student-body fund deposits, food services, accidents, incidents, and illnesses
- Conducting emergency drills, performing inspections of the center, and evaluating safety procedures
- Providing basic first aid, and seeking medical aid for students, when necessary
- Assisting the certificated Coordinator, Outdoor Education, in coordinating operations with maintenance personnel and representatives of other agencies, such as the U. S. Forest 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 presentations, newsletters and reports
- Maintaining positive relations with District and non-District partners such as foundations, universities, and community based organizations.
- Supervising the opening and closing of the center.
- Transports luggage, food, supplies, and other items, and may drive a truck, as needed.
- Supervises the care and feeding of animals
- Supervises students swimming, and acts as a lifeguard during recreational swim periods, as needed.
- 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 Outdoor-Education Center Assistant Manager assists in coordinating the operations of an outdoor-education center.

An Outdoor-Education Programs Coordinator plans and coordinates instructional and outdoor-education activities related to day-trip and outdoor-education programs.

SUPERVISION

The Outdoor-Education Center Manager receives general direction from the certificated Coordinator, Outdoor Education. The Outdoor-Education Center Assistant 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, hydrology, zoology, field studies, and engineering design process
- 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 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.

Outdoor-Education Center Assistant Manager:

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

Special:

Eligible candidates must be a minimum of twenty-five (25) 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.

Some positions may require a State of California Wastewater Operator Certificate that must be obtained within six months after appointment.

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

SPECIAL NOTE

Managers/Assistant Managers are required to reside at an outdoor-education center during their assigned work schedule, work variable hours, supervise students during meal periods, and remain subject to 24-hour call in the event of an 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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SD/MJM

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