

## OUTDOOR-EDUCATION PROGRAMS COORDINATOR

### DEFINITION

Plans, coordinates, and conducts the day-trip and outdoor-education programs for elementary and secondary school students at an outdoor-education center or related venue.

### TYPICAL DUTIES

Plans and coordinates specialized instructional, natural science, and outdoor activities for elementary and secondary school students by conducting the day-trip and outdoor-education programs at an outdoor-education center or related venue.

Conducts group nature hikes, tours, campfire programs, and presents ecological, environmental, and nature activities to students.

Supports the operation of an outdoor-education center, including responsibility for the 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 staff, and assists in conducting orientation programs for students, new employees, and school sponsors.

Provides informational meetings for school site administrators, teachers, and parents about the outdoor-education and day-trip programs.

Assists the Outdoor Education Center Manager/Assistant Manager with completing required forms and reports, including time reports, program evaluation forms, food service reports, accidents, incidents, and illness reports.

Assists in conducting emergency drills and inspecting cabins and grounds for hazardous conditions.

Coordinates food service programs for day-trips.

Provides basic first aid, and seeks medical aid for students, when necessary.

May assist in the care and feeding of animals.

Acts as a lifeguard during recreational swimming periods.

Drives a truck to transport luggage, food, supplies, and other items.

Supports various maintenance activities, including minor repair of instructional tools, brush clearing, inventory, and other related activities.

May manage the operations of an outdoor-education center on weekends, as needed.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Outdoor-Education Programs Coordinator plans and coordinates instructional and outdoor-education activities related to day-trip and outdoor-education programs, and may manage the operation of a center on weekends.

The Outdoor-Education Center Assistant 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/Assistant 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, zoology, field studies, and engineering design process  
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 for the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

### Experience:

One year of experience developing or conducting outdoor or environmental education 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 driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

#### SPECIAL NOTE

The Outdoor-Education Programs Coordinator will be provided overnight accommodations to reside at the outdoor-education center during their assigned work schedule, may be required to work variable hours, supervise students during meal periods, provide ongoing updates during emergencies or extreme weather conditions, 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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SD/MJM

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