

**SANTA CRUZ COUNTY OFFICE OF EDUCATION**  
**PROGRAM COORDINATOR, OUTDOOR EDUCATION**

**DEFINITION**

Under direction, the Program Coordinator, Outdoor Education provides operational support functions and is responsible for overseeing the health and safety of participating students; ensures the smooth running of the daily programs at the Outdoor Science School; and ability to work a non-traditional schedule of either daily or working at the Outdoor Education site in the evening and/or overnight.

**SUPERVISION EXERCISED**

May exercise technical and functional oversight over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Remain on the facility site overnight to oversee the safety of students and staff.

Be present and available to organize and lead emergency response teams in the event of an emergency.

Be on call, second to the Project Director, when not on site and students are on campus.

Facilitate meals, campfire programs, field study classes, teacher orientation meetings, teacher feedback meetings and naturalist curriculum meetings when necessary.

Facilitate counseling sessions with participating students who are not following the rules or are making negative behavioral choices.

Work collaboratively and maintain a supportive, cooperative working relationship and provide guidance and leadership for Santa Cruz County Office of Education's staff, classroom teachers and staff at Koinonia, including Cabin Leaders.

Communicate with visiting classroom teachers before arrival. Coordinate with visiting classroom teachers to create cabin and trail rosters.

Facilitate parent and student presentations at school sites in the evenings.

Participate in interviews, reference checks and hiring decisions for new staff.

Coordinate weekly naturalist and staff scheduling variations.

Participate in creating, organizing and leading staff training activities on an ongoing basis.

Keep track of and submit weekly billings to Koinonia Conference Grounds and participating schools.

Order and pick up supplies and manage supplies budget.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Drive a personal or Santa Cruz County Office of Education vehicle between the Outdoor Science School and the trailheads, hospital, or Local Education Agency office when necessary.

Communicate effectively with staff, client, schools and the public.

Oversee all aspects of the program in the absence of the Project Director.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Techniques of conflict resolution.

Instructional strategies, such as direct instruction, inquiry, inductive teaching, and cooperative learning.

Standards of risk management in an outdoor environment.

First aid and emergency response leadership.

**Skill and Ability to:**

Work effectively with a group of students.

Work under limited supervision within a broad framework of standard policies and procedures.

Interpret and apply pertinent Federal, State, and local laws, codes, and regulations.

Analyze situations carefully and adopt effective courses of action.

Make sound and thoughtful decisions under pressure.

Work well with others of divergent view points and deal constructively with conflict.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Dress appropriately for the given occasion.

Operate modern office equipment including programs and software.

**EDUCATION AND EXPERIENCE**

*Any combination of education, training, and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:*

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in child development, education or a related field.

**Experience:**

Four years of experience in working with and overseeing students at a residential Outdoor Science School.

**License or Certificate:**

Possession of valid and current Wilderness First Aid and CPR.

Possession of, or ability to obtain, an appropriate, valid California driver's license.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Ability to hike daily with a day-pack on steep terrain (up to 5 miles). Ability to frequently sit, bend, stand and walk short and long distances. Occasionally lift up to 50 pounds with the assistance of others. Frequent and repetitive use of hands, keyboarding, vision, hearing, speech/language processes; ability to use computers and other technological equipment, such as a telephone. Although attention is given to special eating requirements, the program cannot meet all special dietary requirements.

Exposure to hot and cold temperatures and a variety of weather conditions consistent with working outside at 1,000-foot elevation in heavily forested terrain, which may include rain, hail, sleet and high winds for days at a time.

Exposure to dust, pollen, and a variety of plant life including poison oak, and a variety of insects (including ticks, mosquitoes, bees and wasps).

Some positions may require the ability to speak, read and write a second language.

**Approval Date:** August, 2017