

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: Substitute/Relief Environmental Education Program Lead

HOURLY RATE: \$28.33/hour

DUTIES AND RESPONSIBILITIES: The Substitute/Relief Environmental Education Program Lead is an on-call, temporary position. The Substitute/Relief Environmental Education Program Lead assists in the planning, development, implementation, coordination, and evaluation of Environmental/Outdoor Education programs and activities; to promote environmental education programs and activities to school districts and other prospective client organizations; and to provide instructional/operational services in support of established programs and activities.

DISTINGUISHING CHARACTERISTICS

The Environmental Education Program Lead is responsible for assisting in the development, implementation, and evaluation of environmental education programs and activities as well as for establishing positive and confident relationships with potential client school districts and other organizations. This job class requires a high degree of initiative, problem solving, and public relations skills. This job class receives limited supervision within a broad framework of policies and procedures. Employees in this classification may direct and coordinate the work of others in a lead capacity.

ESSENTIAL/TYPICAL DUTIES

Assists in pre-planning activities related to all environmental/outdoor education and summer camp programs and activities.

Acts as information source to teachers, students, instructional support staff, and the public regarding environmental issues, program objectives, and concepts; responds to parent inquiries and concerns.

Oversees, directs, trains, coaches, and assesses the work of outdoor school instructional staff, volunteers, and other support staff.

Coordinates, arranges, and schedules the use of site facilities with client districts/organizations.

Oversees, trains, coaches, mentors, evaluates, facilitates, and disciplines outdoor school cabin leaders and summer counselors; ensures cabin leaders meet established requirements and contacts school administrators to follow-up on high school student cabin leader performance.

Coordinates the ordering and/or insures the availability of equipment, materials, and food needed for camp/program activities.

Performs outreach to agencies related to all Walden West programs.

Monitors the general cleanliness and safety of campsite facilities and areas.

Arranges for repair/maintenance of camp facilities, equipment, and buildings.

Compiles, evaluates, and summarizes program information and data to determine the effectiveness of established activities; recommends program changes or modifications as appropriate.

Assumes responsibility for the general operation of camp site and related facilities in the absence of the Director.

Prepares event schedules, announcements, health and release forms and a variety of reports and correspondence related to assigned programs, activities and functions.

Visits schools and other prospective client organizations to promote environmental/outdoor education programs and services.

Collects payments for program merchandise.

Administers first aid/CPR in emergency situations.

Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge Of:

Environment and diversified ecosystems.

Proper English usage, punctuation, spelling, grammar and sentence structure.

Current environmental education issues, concepts, and curriculum development methods and techniques.

Camp operations and related facilities management.

Ability To:

Read and write at a level sufficient to successfully perform required duties.

Develop environmental/outdoor education programs using a variety of curricular techniques and methods.

Maintain environmental education teaching materials.

Communicate effectively in both oral and written form for a variety of audiences.

Analyze and assess situations accurately and take appropriate action to resolve problems encountered.

Reason logically and think independently and creatively.

Gather data and prepare reports.

Direct and coordinate the work of others.

Accurately estimate time, materials, staff, and other resources needed for assigned programs activities.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, TRAINING AND EXPERIENCE

Any combination equivalent to: Education and experience equivalent to five years in the natural sciences, environmental sciences, outdoor recreation or a related field.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.

A driving record which meets the County Office of Education's insurance requirements.

A valid First Aid Certificate and Cardiopulmonary (CPR) Certificate.

BARGAINING UNIT: Substitute Workers Unit

WORKING CONDITIONS:

Outdoor Environment.

Office Environment.

PHYSICAL DEMANDS:

Strength, endurance and dexterity to participate in strenuous physical activities, including hiking on mountain trails and clearing chaparral and cutting tree branches.

Walking for extended periods of time.

Hearing and speaking to exchange information.

Seeing to read and prepare documents.

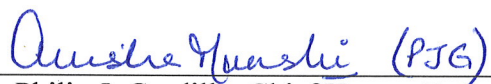
Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate office and assemble outdoor equipment.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally.

Lifting and carrying heaving objects weighing up to 50 pounds.

Approved:

 (PJG)

Philip J. Gordillo, Chief Human Resources Officer

4/20/18

Date