

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: ENVIRONMENTAL EDUCATION LIAISON/RECRUITER**

**BASIC FUNCTION:**

Under the direction of the Director of Environmental Education, plans, develops, implements, and coordinates volunteer recruitment efforts for the Environmental Education Program (Program); serves as a liaison for the Santa Clara County Office of Education (SCCOE) and the Program throughout the Santa Clara County; provides instructional/operational services in support of established programs and activities.

**DISTINGUISHING CHARACTERISTICS:**

The Environmental Education Liaison/Recruiter exercises responsibility for the recruitment of cabin leaders, parent chaperones and summer counselor volunteers for the Environmental Education Program. Establishes a positive and confident relationship with potential client school districts and other organizations. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification possess a high degree of initiative, problem solving, and public relations skills.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Recruits cabin leaders, parent chaperones, and summer counselor volunteers from local high schools and colleges; coordinates, develops and participates in the presentation of program information to school districts; promotes outdoor education to students, teachers, administrators and parents.

Develops and implements recruitment plans and materials; assists volunteers with registration and processing.

Maintains positive relationships with schools, organizations, parents and volunteers; contacts high school administrators to ensure confirmed cabin leaders meet established requirements; notifies high school administrators of their students' cabin leader performance.

Coordinates and may provide transportation for cabin leaders.

Responds to parent inquiries and concerns.

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

Prepares a variety of reports and correspondence related to assigned programs, activities and functions.

**OTHER DUTIES:**

Performs related duties as required.

**KNOWLEDGE AND ABILITIES:**

## KNOWLEDGE OF:

Volunteer recruitment lifecycle process and best practices.

Natural and environmental science and diversified ecosystems.

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

Camp operations and related facilities management.

Student safety procedures.

Presentation techniques for diverse populations.

State and federal lunch reimbursement programs requirements for low-income and disadvantaged students.

Desktop computer operations and office application programs used for word processing, databases and presentations.

Proper English usage, spelling, and grammar.

## ABILITY TO:

Recruit, motivate, train and assess the work of cabin leaders, camp counselors and parent chaperones.

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

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

Develop, organize and present program information effectively.

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

Reason logically and to think independently and creatively.

Gather data and prepare reports.

Complete special projects as assigned.

Work independently with limited supervision.

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.

Maintain confidentiality of sensitive and privileged information.

Maintain current knowledge of program rules, regulations, requirements and restrictions, schedules and timelines.

Establish, prepare, and maintain accurate records and reports related to assigned functions.

**EXPERIENCE AND EDUCATION:**

*Any combination equivalent to:* Bachelor's degree from an accredited college with major coursework in natural sciences, environmental sciences, human resources or a related field and at least one year of related experience.

**LICENSES AND OTHER REQUIREMENTS:**

- A valid California Driver's License.
- A driving record which meets the SCCOE's insurance requirements.
- Must be willing to work such hours as necessary to accomplish the job requirements; ability to drive; travel locally to attend meetings and presentations; travel further distances to attend seminars and conferences.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Indoor and outdoor environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

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 equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally; lifting and carrying heaving objects weighing up to 30 pounds; and driving to schools throughout Santa Clara County.

Approved by Personnel Commission: July 25, 1996

Revised: 02/14/08; 12/09/15; 08/21/19



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Jonathan Muñoz  
Director - HR/Classified Personnel Services

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