

SANTA CLARA COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: OUTDOOR RECREATION SPECIALIST

BASIC FUNCTION:

To organize, participate and supervise safe and suitable activities for children in the outdoor education program at the Walden West Center of the Santa Clara County Office of Education Employees in Outdoor Recreation Specialist positions are scheduled to work swing shift hours.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organizes suitable and safe school and outdoor activities for children and youth groups registered in the outdoor school program at the Walden West Center

Provides instruction in school rules and preserves order and discipline among children

Prepares materials for and leads youth activities in group building, hiking, crafts and campfire program

Assists in organizing and conducting special events; maintains camp supplies and equipment, ensures activity materials, camp and equipment are readily available

Supervises children throughout their stay with the program, including preparations for the overnight program activities; and attends to problems occurring during sleep hours

Maintains communication with staff relating children in need of special attention, such as medication, physical problems, and behavior

Attends and participates in staff development and other meetings

Ensures for the provision of safety checks on facilities, with students, and during meals and activities; provides minor first aid as needed; administers medication under supervision and training of the Health Specialist

Transports or coordinates the transportation of children, parents and persons with disabilities participating in the program

Maintains records, prepares reports, uses office equipment, and performs clerical support duties relating to attendance, registration and filing

OTHER DUTIES:

Performs other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper English usage, grammar, vocabulary, spelling, punctuation, and sentence structure
Child guidance practices and principles for learning
Camp and outdoor equipment, activities, and materials
First aid for minor injuries
Record-keeping methods and techniques
Applicable laws, statutes, rules, policies and procedures

ABILITY TO:

Understand and follow oral and written instructions in an independent manner
Ensure safety and disciplinary rules
Conduct a variety of outdoor recreation activities
Maintain routine records and prepare reports
Maintain camp supplies and equipment
Organize, conduct, adapt and evaluate outdoor, recreation, and camp activities
Effectively supervise children in a variety of situations
Recognize, analyze, and appropriately respond to a variety of situations
Effectively communicate orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Transport or coordinate the transportation of children, parents and/or persons with disabilities participating in the program
Operate standard office equipment, including a desktop computer, copier, fax machine, printer, and other peripheral equipment
Meet the physical requirements necessary to safely and effectively perform the required duties
Work swing shift hours

EDUCATION AND EXPERIENCE:

Generally, any combination of training and experience that could provide the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications is three years of experience in the natural sciences, environmental education, summer day camp programs or a related field

LICENSES AND OTHER REQUIREMENTS:

A valid first aid certificate and a cardiopulmonary (CPR) certificate
A valid California Driver's License that meets the Santa Clara County Office of Education's driving requirements

WORKING CONDITIONS:

Employees in Outdoor Recreation Specialist positions are scheduled to work swing shift hours.

ENVIRONMENT:

Outdoor Environment

PHYSICAL DEMANDS:

Strength, endurance and dexterity to participate in strenuous physical activities, including hiking on mountain trails 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, and bending at the waist, and reaching overhead, above the shoulders and horizontally

Pushing, lifting and/ or carrying heavy objects weighing up to 25 pounds.

Approved by Personnel Commission: September 9, 2015



Alicia Salas
Interim-Director, Classified Personnel Services



Date