

SANTA CRUZ COUNTY OFFICE OF EDUCATION

PROGRAM ASSISTANT, OUTDOOR EDUCATION

DEFINITION

Under direction, the Program Assistant, 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 at the Outdoor Education sites of either daily, in the evening and/or overnight.

SUPERVISION EXERCISED

No supervision exercised.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Organize and lead emergency response teams in the event of an emergency.

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.

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

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

Ensure that all staff members are up-to-date with their staff manual review signatures, mandatory reporting training, prevention of child sexual abuse training and car insurance for authorized drivers.

Assist with administrative paperwork when needed.

Drive a personal or a 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, clients, schools and the public.

Track and process employee timesheets.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and methods of training and instruction.

Techniques of conflict resolution.

Standards of risk management in an outdoor environment.

First aid and emergency response leadership.

Safe work practices.

Operating budgets.

Skill and Ability to:

Work effectively with a group of students.

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 viewpoints 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.

Be courteous and maintain a neat and clean appearance, and demeanor at all times.

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 two years of college from an accredited college or university with major coursework in psychology, child development, education or a related field.

Experience:

Two years of experience working with students at a residential Outdoor Science School.

License or Certificate:

Possession of valid, or ability to obtain, a current Wilderness First Aid and CPR.

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

Qualification Requirements

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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, 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

Revised: June 21, 2023