

**MARIN COUNTY OFFICE OF EDUCATION
JOB DESCRIPTION
RANCH NATURALIST SUPERVISOR**

DEFINITION:

Under supervision of the Manager, Outdoor Education, assists in implementing the operational and instructional program of the Marin County Office of Education Outdoor Education Program, including conference activities and summer camp at Walker Creek Ranch.

THE POSITION:

This position provides supervision and leadership to the classified instructional staff consisting of Ranch Naturalist and Interns, including coordination of curriculum lesson plans, implementation of staff development activities and recruitment and training programs for adults and high school students. This class is distinguished from other classes serving the Marin County Office of Education by the nature of the work being specific to the Ranch and in which residency in ranch housing may be required.

DUTIES AND RESPONSIBILITIES:

1. Assists in the program planning, scheduling, curriculum development, training and similar other tasks.
2. Assists staff with developing instructional plans and strategies.
3. Observes, critiques and evaluates staff.
4. Acts as liaison to client teachers in order to provide a clear understanding of program schedules, student needs, safety and other housekeeping protocols.
5. Supervises adult chaperones and cabin leaders.
6. Coordinates summer camp activities.
7. Performs scheduled night management duties.
8. Performs other related duties, special projects and assignments as assigned.

**121499 -- Labor Grade 1, Salary Range 46
RANCH NATURALIST SUPERVISOR
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MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of training and experience which demonstrates possession of the knowledge and abilities stated herein. A typical qualifying background consists of a minimum of two years of successful prior leadership experience in an outdoor education school setting, including responsibility for providing instructional support for environmental education and possession of a Bachelor's Degree from an accredited institution of higher learning, preferably with major studies in the environmental sciences. Must possess and maintain a valid California driver's license at all times. Must have a current CPR and First Aid certificate. Emergency Medical Technician certificate (EMT) desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of: Instructional strategies for teaching in the natural environment; curricula for the environment, agriculture and outdoor education; learning theories; training techniques and strategies; leadership, supervision and management practices; oral and written communication; program planning, scheduling and evaluation.

Ability to: Interact with students and adults in a cooperative and positive manner; prepare lesson plans; demonstrate effective instructional techniques and practices; provide leadership and supervision to Ranch Naturalist and Interns; manage and develop Ranch volunteer effort; provide instructional support when called upon; provide night management coverage when necessary; communicate in critical situations orally and in writing with business, education and community leaders; evaluate and revise curriculum; expand instructional resources; operate a motor vehicle in a rural setting.

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