

# **MARIN COUNTY OFFICE OF EDUCATION JOB DESCRIPTION**

## **MANAGER, OUTDOOR EDUCATION PROGRAM**

### **DEFINITION:**

Under administrative direction, has overall responsibility for the services, operations, and administration of the Marin County Office of Education Outdoor Education Program and provides support for conference activities at Walker Creek Ranch.

### **THE POSITION:**

Plans and coordinates services, operations, and administration; develops, and implements program objectives, policies, procedures, reports, plans and evaluations for the Outdoor Education Program and conference activities. 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. Plans, schedules, coordinates services, operations, and administration for the Outdoor Education Program and conference activities.
2. Develops and implements program goals, objectives, policies, procedures, and plans.
3. Compiles and completes reports as needed.
4. Responds to customer evaluations and feedback as needed.
5. Interprets and applies laws and regulations as they apply to the Outdoor Education Program.
6. Monitors contracts with service providers and users to ensure compliance.
7. Develops and coordinates marketing strategies for maximum use of facilities.
8. Researches, develops, and markets new programs.
9. Prepares and monitors budgets.
10. Researches, plans, and writes grants for the Outdoor Education Program.

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11. Recruits, selects, assigns, trains, and evaluates assigned staff to include volunteer adult chaperones and cabin leaders.
12. Develops curriculum goals and objectives.
13. Establishes and implements student discipline procedures.
14. Communicates, develops, and delivers presentations to a wide variety of groups, and individuals.
15. Performs scheduled night management duties.
16. Performs other related duties, special projects, and assignments as assigned.

## **MINIMUM QUALIFICATIONS**

### **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination of training and experience which demonstrates the possession of the stated knowledge and abilities. A typical qualifying background is prior leadership experience in an outdoor education setting, like or similar to Walker Creek Ranch for a minimum of three years and conference center experience ranging from small to very large groups for a minimum of two years. Incumbents must have a Bachelor's Degree from an accredited institution of higher learning, preferably with major studies in the environmental sciences and must possess and maintain a valid California teaching credential and 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:** Appropriate state and federal laws and regulations or other government requirements concerning outdoor education; Marin County Office of Education policies, procedures, rules and regulations; leadership, supervision and management practices; program planning, scheduling and evaluation; principles of camp and conference operations; modern personnel practices; safety principles and practices; current research and data in the environmental field.

**Ability to:** Provide leadership to staff and clients; be a contributing member of the management team; maintain positive and professional relationships; interpret appropriate laws and regulations; apply specialized knowledge in assigned setting; communicate in critical situations orally and in writing with business, education and community leaders; prepare and monitor budgets; establish a positive environment for all assigned personnel and clients; effectively supervise, evaluate, and lead subordinates; operate a motor vehicle in a rural environment. Provide night management coverage when necessary.

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