
Position:	Program Coordinator I	FLSA:	Exempt
Department/Site:	Sierra Outdoor School (SOS)	Salary Grade:	31
Reports to/Evaluated by:	Director, Sierra Outdoor School	Salary Schedule:	Classified Management

SUMMARY

Under general supervision of the Director of the Sierra Outdoor School, assists with the supervision, implementation, planning, coordination and scheduling of schools and/or groups for both SOS Elementary and LAIR Programs. Has considerable latitude and discretion in day to day operations of the SOS including developing programs, recruiting and training staff. Work relationships with others are frequent and extend beyond the SOS to vendors, experts, District departments, and outside interest groups. Work may require extended hours and routine exposure to elements when conducting outdoor classes.

DISTINGUISHING CAREER FEATURES

This position represents the second level of supervision over Naturalists and all interns. In addition, this is a senior coordinator position and influence extends over other program coordinators. This position develops and coordinates all SOS and LAIR programs. This position is part of the Clovis Unified School District, but is limited to the Regional Learning Center. Advancement from this level would require additional education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assures a safe, healthy and nurturing environment for all participants at the SOS.
- Supervises, organizes, and directs day and may assist in night programs at the SOS.
- Encourages the learning process, observes progress and shares observations with the Director.
- Coordinate programs with teachers and administrators from visiting schools. Will teach all classes and interact with students in their outdoor class activities.
- Oversees recruitment and assists in coordinating selection of residential interns.
- Conducts employee training and staff development, curriculum development and program implementation.
- Assists in the development of promotional materials and presentations for the SOS/LAIR.
- Assists staff in maintaining lab sites and all SOS improvements. Assists in the health and safety activities of the SOS.
- May coordinate grant writing and grant implementation.
- May serve as the acting Director in the absence of the SOS Director.

- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Working knowledge of instructional and child development practices and principles. Knowledge of how to work with special needs students. Thorough understanding of nature and the environment. Must be able to work in an office space and have an understanding of customer service; working with teachers, administrators, and supervisors from school and non-school groups. Advanced administrative and supervisory skills required.

Abilities: Must have a strong work ethic and be able to manage and organize a team. Needs to be able to organize and implement programs, write grants and manage grant implementation. Needs skills in crisis intervention as well as class management, must possess the ability to perform routine and somewhat technical clerical duties including writing reports, schedules, and general correspondence.

Physical Abilities: Must be able to work in inclement weather as many classes are outside. Requires arm, hand, and finger dexterity to operate office equipment. Requires good hearing and speaking ability to communicate with staff and children. Will require lifting, carrying, manipulation of tools and equipment and lifting of light to medium pound weights (10-50 pounds). May also require abilities of climbing to heights of 50-60 feet on Ropes Courses and rock climbing classes.

Working Conditions: Some tasks are performed with potential for intermittent exposure to disagreeable elements including, but not limited to, heat, humidity, and inclement weather. Tasks include working around moving parts, vehicles, equipment, carts, and materials handling, where heightened awareness to surroundings and environment is essential in the preservation of life and property. Standard body gear and equipment applies in the preservation of life and property, as does safety equipment based on the nature of the work.

Education and Experience: Bachelor's Degree in Science, Education or related field; supplemented by three (3) years working with students in a formal or structured setting required. Minimum of two years with interpretive programs and Teaching Certification. Any equivalent combination of education, training and experience.

Credential Requirements Valid California Driver's License. First Aid and CPR certificates required. May require a valid California bus driving certificate. Life guarding, water safety, and or swift water rescue may be required.