CLOVIS UNIFIED SCHOOL DISTRICT

Position: Program Coordinator, SOS
Salary Grade: 37
Salary Schedule: Classified Operations
Department: Sierra Outdoor School
Reports to: Site Administrator
FLSA: Exempt

SUMMARY

Under the direction of the Director of the Sierra Outdoor School (SOS), the Program Coordinator is responsible for supervising, implementing, planning, coordinating, and scheduling schools and/or groups for Sierra Outdoor School. The role includes managing specific programs, preparing budgets, writing reports and schedules, and making presentations to administrators, teachers, and parents of visiting schools. The incumbent recruits and conducts employee training, develops curriculum, implements programs, creates promotional materials, assists in marketing SOS programs, and writes and applies for grants. The Program Coordinator works closely with the SOS Director to promote programs to elementary schools, middle schools, high schools, colleges, and public and private agencies.

DISTINGUISHING CAREER FEATURES

Under the supervision of the Director of the Sierra Outdoor School, the Program Coordinator exercises supervision over Naturalist staff with partial supervision of support staff. The position involves significant latitude and discretion in day-to-day operations, including program development, staff recruitment and training, and marketing. Work relationships extend beyond the SOS to vendors, District departments, and external interest groups. Work may require extended hours and routine exposure to adverse weather conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise, plan, schedule, coordinate, and implement programs for schools and groups visiting the Sierra Outdoor School.
- Coordinate the daily activities of the SOS Naturalist Interns staff, including assigning duties and responsibilities, overseeing program implementation, and conducting staff evaluations.
- Assist in recruiting, hiring, and training instructional staff.
- Develop, evaluate, and revise curriculum to meet the needs of visiting schools and groups.
- Teach natural science classes and conduct recreational activities for visiting schools and groups.
- Oversee the development of promotional materials and assist in marketing SOS programs to schools, agencies, and the general public.
- Prepare and monitor program budgets.

- Lead the raptor center program.
- Lead all challenge course activities.
- Prepare reports and schedules.
- Make presentations to administrators, teachers, parents, and community groups.
- Write and submit grant proposals to secure funding for SOS programs.
- Maintain effective working relationships with school districts, community organizations, and other agencies.
- Perform other related duties as assigned.

QUALIFICATIONS

- Knowledge of: Principles and practices of natural science education. Curriculum development and implementation. Supervisory and management techniques. Budget development and administration. Marketing and public relations strategies. Grant writing and fundraising techniques.
- Ability to: Plan, organize, and implement educational programs. Supervise and train staff. Develop and evaluate curriculum. Communicate effectively, both orally and in writing. Prepare and deliver presentations to diverse audiences. Manage budgets and prepare reports. Establish and maintain effective working relationships. Operate school buses, tools, teaching equipment, and modern office equipment safely and effectively.

CERTIFICATIONS, LICENSES, AND SPECIAL REQUIREMENTS:

- A valid California Driver's License is required at the time of appointment.
- Ability to obtain an appropriate Bus Driver certification coursework must begin within 6 months of hire.
- First Aid and CPR certifications are required certificates
- Must be available to work extended hours, including evenings, weekends, and holidays.
- Association for Challenge Course Technology (ACCT) practitioner level one challenge course certificate may be required.

EDUCATION AND EXPERIENCE:

- Education:
    - A bachelor's degree in science, education, or a related field; or equivalent training.
- Experience:
    - Three years of experience working with students in a formal or structured setting. Previous experience must include at least two years in interpretive programs or in a residential

outdoor program. Completion of a teacher education program is preferred or in a residential outdoor program.

WORKING CONDITIONS:

- Work Environment:
    - Work takes place indoors in an office or classroom and outdoors in a rural setting at the Sierra Outdoor School (SOS).
- Physical Demands:
    - Dexterity to operate office equipment and tools.
    - Vision and hearing are sufficient to communicate effectively.
    - Lift and carry items weighing 10 to 50 pounds.
    - Climb heights of 50-60 feet for ropes courses and rock climbing classes.
- Hazards:
    - Exposure to adverse or unpredictable weather conditions.
    - Potential exposure to sharp tools and elevated heights.