

JOB DESCRIPTION
San Diego County Office of Education

OUTDOOR EDUCATION PROGRAM AIDE

Purpose Statement:

Under direct supervision, the Outdoor Education Program Aide provides support and assists with supervision for recreational and learning activities in environmental outdoor education, assists Outdoor Education staff with providing a safe atmosphere for 5th and 6th grade students, and gains knowledge and skills through exposure to all facets of a residential outdoor education program.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Assists with providing supervision of students during learning and recreational program activities in the cabins, assembly buildings, and dining hall areas during outdoor school living activities, including bathroom breaks, shower times, meals, and morning/bedtime routines to ensure student safety, development, social growth, and general wellbeing.
- Escorts students to and from assigned program activities at an outdoor education school site.
- Assists Outdoor Education staff with behavior management for students, role modeling appropriate behavior and speech, and ensuring a safe, clean, living environment in cabins.
- Assists with leading a variety of recreational activities for students, such as cabin games, songs, stories, and other team-building activities as directed.
- Assists with and supports with the implementation of recreational programs like archery, rock climbing, campfire songs, Talent Show supervision, and assigned crafts.
- Assists the Outdoor Education Specialists in leading academic hikes on nature trails away from camp, including Welcome Walk, Nature Exploration, and Adventure Day hikes.
- Observes students and reports signs of illness or other distress to appropriate program staff.
- Provides first aid as necessary and collaborates with the Outdoor Education health office

staff to address any student health issues or injuries in accordance with established safety procedures.

- Ensures cleanliness of cabins throughout the week and assists with the storage and maintenance of Outdoor Education camp supplies.
- Participates in an Outdoor Education training program, which includes leading groups of students on nature trails with support from a permanent program staff members and observing and assisting with all facets of the Outdoor Education program, including food service, custodial, and overnight cabin duties, to develop knowledge and skills in all aspects of a residential outdoor education program.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the program.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Effective child guidance practices and principles;

Age-appropriate recreational activities involving sports, games, arts, singing and crafts;

Emergency and safety guidelines and procedures associated with the Outdoor Education camp program;

First aid/CPR procedures.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Effectively supervise groups of students in a variety of situations;

Interact with and care for the needs of students;

Initiate and oversee recreational, social, and group living activities;

Communicate effectively verbally and in writing;

Follow oral and written instructions;

Establish and maintain effective working relationships with students and outdoor education staff.

Working Environment:

ENVIRONMENT:

SDCOE Outdoor Education schools are in the remote mountain areas of San Diego County.

Incumbents in this classification must be available to work varying assignments in the 24-hour residential school schedule, including overnight assignments.

PHYSICAL ABILITIES:

Duties are typically performed in an outdoor environment in which incumbents are regularly required to stand, walk on uneven terrain, sit, talk and hear to exchange information; use hands to handle objects or controls; reach with hands and arms at or above shoulder level; bend stoop push, pull, grasp, squat, kneel, twist, climb and balance to access materials and equipment; have strength, endurance and dexterity to participate in strenuous physical activities such as extended mountain

hikes; lift and carry objects weight up to 25 pounds; withstand a wide variety of outdoor elements including bees, allergens, and adverse weather conditions. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: High school diploma or equivalent document; and

Experience: Paid or volunteer experience working in an instructional, community, clinic, or home setting with elementary or middle school-aged children highly desired; or;

Equivalency: A combination of education and/or experience equivalent to a high school diploma. Experience (paid or volunteer) working in an instructional, community, clinic, or home setting with elementary or middle school-aged children is highly desired.

Required Testing

N/A

Certificates, Licenses, Credentials

First Aid, CPR & AED certification (required within 30 days of employment)

Continuing Educ./Training

As needed to maintain certifications

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support Salary Schedule Grade 036

Personnel Commission Approved: June 20, 2024