

JOB DESCRIPTION

San Diego County Office of Education

CABIN LEADER

Purpose Statement: Under general supervision, provides overnight supervision of students in the cabins at the outdoor education schools; initiates and oversees evening and morning recreational, social, and group living activities.

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.

Distinguishing Characteristics:

Essential Functions:

- Provides overnight supervision of fifth and sixth grade students in cabins within a residential setting and responds to students' needs during sleeping hours.
- Provides security to students and cabin facility overnight as the primary responsible adult; resolves and reports problems to the program leader.
- Receives, records, and disseminates announcements, materials, forms, rosters and information between the outdoor education office, staff, teachers, specialists and students; maintains the confidentiality of sensitive information and responds to inquiries as needed or assigned.
- Reviews student medical records with health office staff; administers first aid as necessary.
- Observes students with pre-existing medical conditions; ensures any necessary health equipment is charged; reads and reports student health electronic devices as required; and reports signs of illness or other distress to appropriate program staff.
- Ensures the well-being of students during their stay; offers support and resources to students experiencing homesickness or similar behaviors
- Oversees cabin cleanup, rest, bedtime, and other group living activities with students.
- Tells stories, demonstrates games, and leads short social activities.
- Observes and assists students in preparation for bed and morning rising.

- Monitors and assists students to ensure they are properly prepared for morning outdoor education activities.
- Oversees and assists students in preparing luggage for departure.
- Assists in maintaining safety precautions and standards in the cabins.
- Establishes and maintains logs, records, and filing systems relating to evening student activities; develops related reports as assigned.
- Operates a desktop computer, standard office equipment, two-way radio and other communication devices in the course of assigned duties.
- Maintains cabin cleanliness and safety, retrieving supplies and reporting maintenance requests, emergencies, or needs.

Other Functions:

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

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Recreation activities appropriate for fifth and sixth grade students such as games and stories; child development characteristics.

Effective record-keeping.

Basic desktop computer operations

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 students in a variety of situations;

Reason logically and use independent judgment in a variety of situations;

Interact with and care for the needs of students ages 10 to 13;

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

Work a non-traditional schedule and remain overnight at the environmental education program facility;

Accurately estimate time, materials, and other resources needed for assigned program activities;

Maintain valid first aid and CPR certificates;

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:

Cabin or outdoor setting.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit, stand, walk on uneven terrain, 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 physical activities such as mountain hikes; lift and carry objects weighing up to 25 pounds; withstand a wide variety of outdoor elements including bees, allergens, and adverse weather conditions.

Outdoor schools are located in the remote mountain areas of San Diego County. Must be available to work in the 24-hour residential school schedule, including overnight assignments. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Possession of a high school diploma or equivalent; and

Experience: Paid or volunteer experience working in an instructional, community, clinic, or home setting with elementary or middle school-aged children. Experience with outdoor education programs, camps or youth group activities is highly desirable; or

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

Required Testing

N/A

Certificates, Licenses, Credentials

First Aid, CPR & AED certification required at the time of hire

Continuing Educ./Training

N/A

Clearances

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

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 038

Personnel Commission Approved: 05/26/2000

Revised: 09/2004, 06/2007, 07/2008, 12/2010, 09/2018, 06/2024