



## Job Description

---

<b>POSITION TITLE:</b>	<b>Program Manager II, Lead Naturalist Sky Mountain Outdoor Educational Center Educational Services/STEM Programs</b>	<b>#6241</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 9</b>	

---

### **SUMMARY OF POSITION:**

Under direction of the Director II of Sky Mountain Outdoor Educational Center, and the Coordinator IV of Sky Mountain, assist in overseeing the daily implementation of the outdoor education program and guest groups at Sky Mountain. Organize, and schedule Naturalist Apprentices, assist with the Naturalist Apprentice evaluations, provide learning experiences for participants and guests of Sky Mountain, oversee program administration in Coordinator's absence. Does related work as assigned. The Program Manager may be required to live onsite.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree with a teaching/education or science/environmental related work background. Possess or commit to obtain within two months: a valid AED, first aid and CPR certification, a lifeguard (open water) certification, and a Food Handlers certification. Possess or commit to obtain a Wilderness First Responder certification within 6 months of hire. Experience with student-activity and curriculum development.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a valid California Teaching Credential. Possess an Administrative Services Credential and/or a Master's Degree in an educational or related field. Bilingual in English/Spanish. Two years' experience in outdoor education or a related field. Administrative, supervisory, or management experience. Naturalist experience or other outdoor education experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### *Knowledge of:*

- assigned software
- environmental sciences and curriculum, history of the Sierra Nevada Mountains and other related subjects

#### *Ability to:*

- operate a computer
- be flexible based and receptive to change
- create and follow policies and procedures
- make decisions and solve problems effectively and efficiently
- lead adults and students in engaging, hands-on environmental field experiences
- plan, and coordinate outdoor education programs designed for students in grades K-12
- speak and make presentations before large groups of people
- provide instruction, leadership, and guidance to participating teachers and students
- assist with the removal of snow during winter months
- acquire knowledge of environmental sciences and curriculum of the Sierra Nevada Mountains and other related subjects

*Possess:*

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Hire, supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Assist with the day-to-day operation of residential outdoor education site.
14. Supervise and schedule the daily operations of all Apprentice and Senior Naturalists and assist with evaluations.
15. Assist Coordinator IV with managing discipline problems of students and cabin leaders if needed.
16. Assist Coordinator IV in creating content, scheduling, and activities for outdoor education and guest groups.
17. Supervise or assist with recreational and social experiences.
18. Organize and participate in special weekend activities such as open house, professional workshops, and other guest groups.
19. Assume responsibility for planning, implementing, and evaluating outdoor education curriculum for assigned site(s).
20. Provide professional growth in-services for volunteers.
21. Promote high staff morale by attending to human relations issues.
22. Procure, develop, and maintain materials, equipment, records, and supplies.
23. Develop and implement procedures for the health, safety, discipline, and conduct of pupils.
24. Provide interpretation of the outdoor education program to visitors.
25. Provide leadership in emergency situations.
26. Operate necessary vehicles and equipment, including those in snow.
27. Perform other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer workstation, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Work outside in inclement weather.
7. Hike over uneven terrain for up to 5 miles in inclement weather.
8. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work mainly outdoors in an educational environment located in the Sierra Nevada Mountains. Employees may come in direct contact with SJCOE and school district staff, students, parents, outside agency staff and the public.

5/16/2023 final sc