



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Senior Naturalist	#2472
	Sky Mountain Outdoor Educational Center	
	STEM Workforce Development and Innovation	
	Educational Services	
SALARY PLACEMENT:	Classified Hourly Salary Schedule	
	Range 31	

SUMMARY OF POSITION:

Under the direction of Sky Mountain Outdoor Educational Center Management, provide and lead learning experiences for participants in the outdoor education program and guest groups. Assists in developing class programs, develops curriculum, supports facilities, and exercises supervision over Sky Mountain classes and special programs. Provide leadership and direction for the educational programming, mentor, and lead apprentice naturalists. Does related work as required. Meals are included when the program is in operation.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess a Bachelor's Degree with a science/environmental or teaching/education related work background. Experience with student-activity and curriculum development. Possess a valid Food Handlers certification or commit to obtaining in first month of hire date. Possess a valid Wilderness First Aid certification or able to obtain through SJCOE provided training within the first three months of start date.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess a lifeguard (open water) certification. Bilingual in English/Spanish. Naturalist experience or other outdoor education experience. Able to play a musical instrument.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- environmental sciences and curriculum, history of the Sierra Nevada Mountains and other related subjects
- assigned software e.g., Google Suite, Microsoft Word, Excel, Zoom, etc.

Ability to:

- make decisions and solve problems effectively and efficiently
- be flexible and receptive to change
- be a team player and create a positive work environment
- recognize and work within the limitations of special needs students
- plan and coordinate, outdoor education programs designed for students in grades K-12
- speak and make presentations before large groups of people
- operate a computer and fill out electronic forms
- create and follow policies and procedures
- lead adults and students in engaging, hands-on environmental field experiences
- assist with the removal of light-heavy snow during winter months

Possess:

- some combination of fine arts skills such as guitar playing, song leading, and storytelling
- strong interpersonal skills
- an acceptable driving record pursuant to SJCOE policy; and proof of liability insurance coverage in the minimum amount required by SJCOE policy; and must be insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Provide engaging environmental education experiences.
2. Direct, assist with or supervise recreational and social experiences.
3. Train and support cabin leaders.
4. Use WFR training to assist and support teachers for the medical needs of all visitors at any time. Respond effectively and with care to students physical and emotional needs.
5. Assist in the health and safety activities of guests.
6. Organize, supervise, and lead indoor and outdoor meals.
7. Monitor campfire and other camp programs and activities.
8. Operate necessary equipment needed for all weather conditions (including snow).
9. Prepare, present, or participate in weekend workshops or events when needed.
10. Maintain cooperative relationships with those contacted in the course of work.
11. Assist in operation of kitchen and dining when needed, such as, but not limited to: prepping, serving, washing dishes.
12. Be on call one night a week.
13. Willingness to work a flexible work week.
14. Participate in a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences; represent SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
15. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
16. Communicate effectively both orally and in writing.
17. Analyze situations accurately and adopt an effective course of action.
18. Work independently with little direction.
19. Meet schedules and timelines.
20. Prepare reports as needed for program.
21. Assist with the day-to-day operation of residential outdoor education site.
22. Assist the daily operations of Naturalist Apprentices and assist with evaluations.
23. Supervise or assist with recreational and social experiences.
24. Organize and participate in special weekend activities such as open house, professional workshops, and other guest groups.
25. Maintain confidentiality on issues concerning program and staff.
26. Respond to onsite emergencies while on campus including but not limited to fire alarms, power outages, storms, evacuations, etc.
27. Be proactive at all times to support other naturalists, staff, students, teachers, and guests.
28. All other duties as assigned.

PHYSICAL REQUIREMENTS:

1. Sit, stand, and walk for extended periods.
2. See and read printed matter, with or without visual aids, distinguish colors, read, and understand rules and policies, labels, and instructions.
3. Verbal communication including the ability to speak and hear at normal room levels.
4. Stand, walk, and bend over, reach overhead, grasp, pull and move, lift and/or carry up to 50 pounds to waist height.
5. Work outside in inclement weather, including snow.
6. Capable of digging snow from vehicles and entrances/exits of buildings.

7. Hike over uneven terrain for five to ten miles per day and in inclement weather conditions.
8. Ability to use telephones, office equipment and computer.

WORK ENVIRONMENT:

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

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