Outdoor-Education Center Assistant Manager

Published Date: Jan 7, 2026

Location: US

Company: Los Angeles Unified School District

SALARY DETAILS

$35.37 - $43.30 Hourly

APPLICATION FILING DATES

January 7, 2026 - January 22, 2026

INFORMATION ABOUT LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life. LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD Employees: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200.

PROJECT

The LAUSD is currently recruiting qualified individuals for Outdoor-Education Center Assistant Manager positions.

An Outdoor-Education Center Assistant Manager supervises the physical operations and coordinates the instructional program of an outdoor-education center.

An Outdoor-Education Center Assistant Manager assists in center supervision and coordination and assumes full responsibility in the Manager's absence.

BENEFITS

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Full-time employees earn up to two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

JOB DUTIES/RESPONSIBILITIES

An Outdoor-Education Center Assistant Manager supervises the physical operations and coordinates the instructional program of an outdoor education center.

Typical Duties:

- Supervises the operations of an outdoor-education center by:
    - Assisting the certificated Coordinator, Outdoor Education, in creating, organizing, planning, implementing, and evaluating the effectiveness of the outdoor-education program.
    - Managing the operation of a center, including the maintenance of facilities, care and safety of students and staff, security of grounds and buildings, problem resolution and guidance during emergency situations.
    - Preparing agendas and conducting training sessions for staff.
    - Conducting orientation meetings for school site administrators, classroom teachers, parents, and students.

- Supervising and participating in the preparation and review of reports related to payroll, store sales, student-body fund deposits, food services, accidents, incidents, and illnesses.
- Conducting emergency drills, performing inspections of the center, and evaluating safety procedures.
- Providing basic first aid, and seeking medical aid for students, when necessary.
- Assisting the certificated Coordinator, Outdoor Education, in coordinating operations with maintenance personnel and representatives of other agencies, such as the U. S. Forest Service, County Health Department, and Department of Fish and Game.
- Organizing and supervising campfire and evening programs.
- Coordinating maintenance and food service activities with department personnel.
- Operating office machines, including personal computers, to create materials, such as presentations, newsletters and reports.
- Maintaining positive relations with District and non-District partners such as foundations, universities, and community based organizations.
- Supervising the opening and closing of the center.
- Transports luggage, food, supplies, and other items, and may drive a truck, as needed.

- Supervises the care and feeding of animals.
- Supervises students swimming, and acts as a lifeguard during recreational swim periods, as needed.
- Performs related duties as assigned.

NOTE: This is not an exhaustive list of the responsibilities of this position. For a comprehensive list of duties performed in these classifications, please visit: https://bit.ly/44Vq3Qj

MINIMUM REQUIREMENTS

EDUCATION:

- Graduation from a recognized college or university with a bachelor's degree, preferably with a major in elementary education, natural sciences, environmental education, conservation, or forestry.
- Additional experience conducting outdoor and environmental education programs may be substituted on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

EXPERIENCE:

- One year of experience developing or conducting outdoor and environmental education programs.

SPECIAL:

- Eligible candidates must be a minimum of twenty-five (25) years of age by date of appointment. (*California Code of Regulations, Title 17, Section 30751*)
- A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.
- A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.
- A Lifeguarding Certificate issued by the American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.
- A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

SPECIAL NOTE:

- Assistant Managers are required to reside at an outdoor-education center during their assigned work schedule, work variable hours, supervise students during meal periods, and remain subject to 24-hour call in the event of an emergency.

DESIRABLE QUALIFICATIONS

The ideal candidate will possess the following:

- Ability to understand and implement safety practices related to overseeing and running Outdoor Education Center facilities and programs.
- Experience developing or conducting outdoor and environmental education programs for school-aged children.
- Skill in being a strong team player and creating positive working conditions with both children and adults from various backgrounds.
- Experience fostering inter-relationship skills when living in close proximity to other outdoor education staff.
- Supervisory and training experience of Outdoor Education Center staff.

EMPLOYMENT SELECTION PROCESS

The selection process for Outdoor-Education Center Assistant Manager tentatively consists of a Technical Interview. After applications are reviewed and determined to meet the minimum qualifications, qualified candidates will move on to the next phase of our selection process. Please make sure that you describe in DETAIL, your experience, education, and training that most closely relates to this position in the on-line application. In your application you may include a professional resume, but it will NOT be in lieu of a detailed application. It is imperative that your application accurately reflects your background.

TESTING PROCESS

- We anticipate receiving a number of well qualified applicants for this position; therefore, there will be a competitive process.

- The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request, we will be adhering to a pre-planned employment assessment schedule.
- Once your application has been received, a confirmation email will be sent to your email address to confirm receipt of your application. If you do not receive a confirmation email, your application has not been submitted.
- The testing will be conducted remotely, and all applicants will be required to submit a Candidate Confidentiality From prior to testing. Failure to submit these forms before the given deadline will result in the withdrawal of your application from the selection process.
- Please be sure to include correspondence from @successfactors.com and @lausd.net as approved senders so that messages aren't accidentally placed into your spam/junk e-mail folder.

Application materials (your candidate profile, resume, and supplemental questionnaire) will be evaluated in relation to the background, experience, and competencies identified for successful performance in this job. For this reason, it is highly recommended that your application materials clearly show all of your relevant background and specialized skills, knowledge, and abilities.

APPLICATION PROCESS

To apply, click the "Apply" button at the top right corner of this page and log into the application management system; then, (1) click on each of the dropdown tabs and complete the requested information; and (2) submit your application by clicking on the "Apply" button at the bottom of the page to complete the application process, or click "Save" to save your application to complete at a later date.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Email us at helpmeapply@lausd.net

To find out whether the application deadline has been extended, visit the website at: http://www.lausdjobs.org

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing

an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

ADDITIONAL POSTING INFORMATION

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

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