



Job Description

POSITION TITLE:	Naturalist Apprentice (TEMPORARY) Sky Mountain Outdoor Education Center STEM, Workforce Development, and Innovation Educational Services	#4053
SALARY PLACEMENT:	Naturalist Apprentice Hourly Salary Schedule Range 01, Step A	

SUMMARY OF POSITION:

Under the direction of Sky Mountain Outdoor Educational Center Management, provide learning experiences for participants in the outdoor education program. Assists in developing class programs, enhances curriculum, supports facilities, and exercises supervision over Sky Mountain classes and special programs. Does related work as required. Opportunity to live onsite in a shared room. Meals are included when the program is in operation. Commit to the entire length of the season with an opportunity to continue into the next season.

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

Possess a High School diploma or equivalent. Possess a valid Food Handlers certification or commit to obtaining it within the first month of hire date. Possess a valid Wilderness First Aid certification or commit to obtaining the certification through SJCOE provided training as soon as the training becomes available. Experience with students in an educational or extra-curricular setting. Possession of a valid Class C California driver's license and maintain a good driving record.

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

Possess a Bachelor's Degree with a science/environmental or teaching/education related work background or any equivalent combination of education, training, 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. Possess a Wilderness First Responder certification.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

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

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
- provide instruction, leadership, and guidance to participating teachers and students
- 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

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 their 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. May administer medications according to physician instructions.
5. Care for sick or injured students or guests.
6. Assist in the health and safety activities of guests.
7. Organize and supervise indoor and outdoor meals.
8. Lead campfires and other camp programs and activities.
9. Support the social emotional wellness of students and cabin leaders.
10. Operate necessary equipment needed for all weather conditions (including snow).
11. Prepare, present, or participate in weekend workshops or events when needed.
12. Attend scheduled staff meetings.
13. Maintain cooperative relationships with those contacted in the course of work.
14. Assist in operation of kitchen and dining when needed, such as, but not limited to: prepping, serving, and washing
15. dishes.
16. Support during emergency situations while at camp, as needed.
17. Willingness to work a flexible work week.
18. Maintain paperwork and accurate timecard records.
19. 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.
6. Capable of digging snow from vehicles and entrances/exits of buildings.
7. Hike over uneven terrain for up to ten miles in inclement weather conditions.
8. Ability to use telephones, office equipment, and computers.

WORK ENVIRONMENT:

Employees in this position will be required to work mainly outdoors in an educational and 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.