

Naturalist - Walker Creek Ranch

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Naturalist - Walker Creek Ranch is done for the purpose/s of providing leadership, support and supervision on a variety of nature based instructional activities, as well as facilitating meals, leading groups and preparing the site for conference guests and students enrolled in the residential outdoor education program; and ensuring the accomplishment of the missions, goals and objectives of the program.

Essential Functions

- Administers first aid and CPR according to established procedures as needed for the purpose of ensuring proper and timely assistance to student health issues and assisting in responding to emergency situations.
- Assists students in completing assignments and projects; explaining various principles and information related to life science, ecology, and natural history for the purpose of monitoring and reporting progress regarding student performance, skills, and behavior.
- Communicates with personnel, interns, volunteers, students, parents, and teachers from participating schools for the purpose of exchanging information, resolving issues, responding to concerns and complying with policies and procedures.
- Facilitates the serving of meals for residential education and conference participants for the purpose of ensuring the provision of meals to participants.
- Leads groups during day and evening activities (e.g. dances, hikes, campfire skits, etc.) for the purpose of supporting students and conference participants with team building, developing self-confidence, and meeting expectations of the Outdoor Education or Conference Programs.
- Maintains learning environment in a safe, orderly, and clean manner (e.g. classroom, dining hall, cabins, trails, etc.) for the purpose of ensuring the health and safety of students by following established procedures and practices.
- Monitors, leads, observes and schedules students (e.g. student drills, field trips, recreational functions, nature walks, crafts, etc.) for the purpose of assessing and adjusting activities in response to instructional goals, weather conditions, and the individual and groups needs of students.
- Observes and redirects student behavior, as needed, in accordance with approved policies and behavior expectations for the purpose of resolving student discipline issues, referring major discipline issues to appropriate administrator, facilitating conflict resolution between individual and groups of students, assisting students in modifying behaviors, and developing successful interpersonal skills.
- Participates in the implementation, preparation, and development of lessons according to the established instructional programs (e.g. creates concepts, monologues, props/skits, songs/music, etc.) for the purpose of ensuring activities and instruction comply with established curriculum requirements and ensuring department/program outcomes are achieved.
- Participates in, or presents at, conferences, meetings, and workshops on various relevant topics (e.g. risk management, environmental risks, health, illness and injury prevention, etc.) for the purpose of gathering, conveying, and/or gathering information and representing MCOE at associations for environmental and outdoor education.
- Prepares learning environment for daily operations and performs opening and closing activities (e.g. setting up furniture, organizing supplies and educational materials, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Provides individualized and small group instructional support for the purpose of adapting learning activities to meet the needs of individual students and providing academic and emotional support.

- Provides input concerning the development, implementation, and evaluation of individual and group educational goals and objectives for the purpose of implementing and utilizing a variety of instructional techniques, working with students on one-on-one training and reflection, and reinforcing classroom instruction.
- Supervises students in a variety of educational environments, providing classroom instruction, and delivering new concepts/topics to students for the purpose of providing a safe and positive learning environment.
- Trains and provides work direction and guidance to designated interns and volunteers; assigns duties and reviews work for compliance; and provides feedback concerning job performance for the purpose of ensuring safety and the success of the Outdoor Educational Program.

Other Functions

- Employees may be assigned other reasonably related duties that support other operational areas of Walker Creek Ranch, including food service, facilities maintenance, groundskeeping, conference support, housekeeping, and outdoor education program operations for the purpose of ensuring efficient and effective function of the work unit. Such assignments may occur on a temporary or intermittent basis when operational needs require and when the work is within the employee's training and ability.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; concepts of grammar and punctuation; community resources; and stages of child development.

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: proven leadership skills; operating standard office equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; analyzing data; and conducting training and professional development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; working with frequent interruptions; providing direction and leadership; setting priorities; displaying special awareness of surroundings; resolving conflicts; communicating effectively to groups; and lifting up to 60 pounds.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, 25% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ./Training

Mandated Reporter Training Certificate

CPR/First Aid Certificate

Maintains Certificates and/or Licenses

Certificates and Licenses

None Specified

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Pay Grade

Revised Date