

JOB DESCRIPTION

San Diego County Office of Education

COORDINATOR, OUTDOOR EDUCATION

Purpose Statement:

Under administrative direction, the Coordinator, Outdoor Education is responsible for planning, coordinating, managing and delivery of technical assistance and program development for outdoor education, districts and schools throughout San Diego County on outdoor education strategies; to improve and support countywide systems of outdoor education and improving student achievement, and services offered through the Innovations division.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Coordinates, plans, and supports the implementation of outdoor education programs, services, and activities for students and provides leadership and direction to outdoor school staff and collaborates with internal and external administrators and community partners.
- Provides leadership and technical assistance related to outdoor education program development, ensuring delivery of high-quality services for the program.
- Leads in the development of and presents information on a variety of topics related to outdoor education and staff development, providing general information, training others, implementing actions.
- Collaborates with outdoor school and outreach administration team on the operations and logistics of outdoor education programs.
- Collaborates with Site Administration on aspects of the program, including hiring, training, supervising and evaluating staff.
- Serves as a bridge between outdoor education and the Innovation division to ensure the coordination of programs, services, and resources to improve the academic and social emotional opportunities for students throughout the county.
- Supports staff with building capacity and making meaningful connections, to understand how their work impacts students.
- Organizes and builds engagement with potential community school partners, including students, school staff, families, other community residents, organizations, programs and businesses to involve them in the Innovations division initiatives.
- Prepares a variety of informative program materials (e.g., correspondence, promotional literature, research, and information updates, etc.) communicating new programs, and

policies to all key stakeholders.

- Plans, manages, coordinates, schedules for outdoor education.
- Develops and implements a marketing plan for Outdoor Education to target and expand services to K-8 students throughout San Diego County.
- Manages, collaborates, and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs (e.g. Human Resources, Facilities and Planning, Food Services, Technology, Records and Data Collection, Communications and Procurement within Outdoor Education, etc.) providing direction and oversight of administrative, business and support functions for the assigned programs.
- Serves as the contact on outdoor education for the SDCOE by interfacing with all stakeholders regarding program (i.e., communications, human resources, school districts, and community members).
- Makes presentations to schools, parent/community groups, and others regarding outdoor education.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Other Functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE:

Human centered and socially conscious leadership;
Organization and operations of an Outdoor Education program;
Effective written and oral communication;
Planning and managing projects;
Operating standard office equipment including using a variety of software applications;
Preparing and maintaining accurate records;
Analyzing budgets;
Analyzing data;
Conducting interviews;
Conducting meetings;
Planning agendas/meetings;
Speak persuasively on behalf of the Outdoor Education Program.

ABILITY:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Practice cultural competency while working collaboratively with diverse groups and individuals;
Schedule a number of activities, meetings, and/or events;
Independently work with others in a wide variety of circumstances;
Problem solve to identify issues and create action plans;
Analyze issues and create action plan;
Work a varied schedule;
Establish and maintain effective working relationships;

Meet deadlines and schedules;
Set priorities;
Maintain confidentiality;
Facilitate communication between diversity of individuals and/or groups;
Work as part of a team.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting and at the outdoor education site. This classification may be occasionally required to work nights and weekends.

PHYSICAL ABILITIES:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires sitting, walking, and standing. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Bachelor's degree in business, communications, marketing, education, or related field, and;

Experience: Five (5) years of experience in program development, marketing, or sales, performing comparable tasks. Experience working in environmental and/or outdoor education coordinator programs and activities preferred.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in business, communications, marketing, education, or related field, and a minimum of five (5) years of experience in program development, marketing, or sales, performing comparable tasks. Experience working in environmental and/or outdoor education coordinator programs and activities.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade: Classified Management Grade 045

Personnel Commission Approved: Sept. 16, 2026

Revised: N/A