

CLASSIFICATION TITLE: *Lead Naturalist, Outdoor Education*

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under the direction of the Director of Outdoor Education, assist with leadership in program organization; assist with organization and implementation of Intern Naturalist and Student Naturalist training program; assist the Program Coordinator to provide learning experiences for participants in the Outdoor Education Program; provide learning experiences in conservation, ecology, and outdoor education to classroom-size groups of students in an outdoor education camp setting, on trail hikes and on field trips; develop activities and materials; supervise students in various activities; create marketing materials and recruit potential schools and enterprise clients; act as liaison to enterprise clients in the absence of the Director and Program Coordinator.

DIRECTLY RESPONSIBLE TO:

Under the immediate supervision of the Program Coordinator of Outdoor Education and the general supervision of the Director of Outdoor Education.

SUPERVISION OVER:

Students; Intern Naturalists; Naturalists in the absence of the Director and Program Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

“Lead” Responsibilities:

Assist the Program Coordinator in overseeing the daily implementation of the outdoor education program; maintain a close working relationship with the Program Coordinator and Director, characterized by frequent and open communication regarding program operation and staff morale; assist the Program Coordinator with supervision of the daily operation of the naturalist intern program, in the absence of the Director and Program Coordinator, assume those duties which relate to the daily operation of the program, including supervision of program staff, liaison between support staff and program operation, handling discipline problems of students and counselors, and conducting student orientations; In the absence of the Director and Program Coordinator act as liaison to enterprise groups; develop lasting relationships with community groups in order to facilitate outreach opportunities that fulfill Shady Creek Outdoor School's mission; coordinate outreach events in the community.

Program and Curriculum Development:

Assist the Program Coordinator to create activities and materials for all classes that support student learning of objectives and engagement with the resource; create and facilitate weekly professional development trainings for naturalist staff; participate in the development of informational materials; participate in the improvement of the Outdoor Education Program by improving content, planning activities, organizing materials and equipment; organize and participate in special weekend workshops as required; develop and assist with distribution of marketing materials to distribute for schools and potential enterprise clients.

Program Implementation:

Provide instruction in order to provide learning experiences to small and classroom-size groups of students in various outdoor education settings, including trail hikes and on fieldtrips; lead and instruct evening activities (i.e., performing skits, playing musical instruments, singing); develop and implement tools to help support the continued growth of naturalist staff as outdoor education professionals; conduct observations and coaching sessions in order to ensure best practices are being utilized by all naturalist staff; provide direction to high school students serving as counselors or students as directed; organize and supervise indoor and outdoor activities and meals with students; administer basic first aid as assigned and according to established procedures; attend staff meetings as directed; observe and provide feedback to instructional staff on lesson design, content, and delivery; be on call for

maintenance or facility issues one evening per week; contact and communicate with potential clients to recruit new business.

Other:

Perform other duties similar to the above in scope and function as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Sufficient formal and/or informal training consistent with the requirements of this position and a minimum of two (2) years of experience in environmental education; Bachelor's degree in a related field preferred.

License and Other Requirements:

Valid First Aid and CPR certificate or the ability to obtain, and a valid California driver's license.

Knowledge of:

Ecology, natural sciences and other related fields and recreational activities; environmental relationships and interdependencies; vital living and mineral elements in study area; objectives of the Outdoor Education program; oral and written communication skills; public speaking techniques; interpersonal skills including tact, patience and courtesy; record-keeping techniques; marketing materials; basic first aid.

Skill and Ability to:

Adapt to program philosophy, goals, and objectives; provide learning experiences to classroom-size groups of students in various outdoor education settings; develop activities and materials; participate in program musical activities; supervise students in various indoor and outdoor activities; hike on/off trails in natural environment; maintain records and logs related to assigned activities; learn how to prepare and present outdoor education topics; establish and maintain cooperative and effective working relationships with others; work independently with little direction; plan and organize work; administer basic first aid to students when necessary; skill to supervise, organize and schedule interrelated tasks for assigned staff; be familiar with and able to teach on an as needed basis all Outdoor Education classes and evening programs both outdoors and indoors; ability to read, interpret, and apply California curriculum standards; ability to facilitate and lead meetings/trainings; communication and interpersonal skills to work cooperatively and effectively with individuals and groups; ability to effectively transmit knowledge and skills to others; skills to develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; effectively communicate both orally and in writing using correct grammar and punctuation; operate in a multi-task environment using effective time management techniques to self direct and prioritize work; maintain confidential and sensitive information; skill and ability to motivate students and staff; interpersonal skills to work cooperatively and effectively with individuals and groups and a diverse population; operate a variety of office equipment, including personal computer, copy machine, and fax.

Environment:

Outdoor and indoor environment; seasonal heat and cold, and adverse weather conditions; driving a vehicle to conduct work; constant interruptions.

Physical Demands:

Seeing to monitor students; hearing and speaking to exchange information and make presentations; walking on rough and uneven terrain, climbing hills and hiking; walking and standing for extended periods of time; lifting, carrying, pushing or pulling moderately heavy objects; bending at the waist, kneeling or crouching.