

**SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: CABIN LEADER, Grade 28

DEFINITION: Under general supervision, provides overnight supervision of students in the cabins at the outdoor education schools; initiates and oversees recreational, social, and group living activities.

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. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Provides overnight supervision of fifth and sixth grade students in a residential setting.

Oversees cabin cleanup, rest, bedtime, and other group living activities.

Tells stories, demonstrates games, and leads short social activities.

Observes and assists students in preparation for bed and morning rising.

Supervises students overnight in cabins and responds to students' needs during sleeping hours.

Monitors and assists students to ensure they are properly prepared for morning outdoor education activities.

Oversees and assists students in preparing luggage for departure.

Observes students and reports signs of illness or other distress to appropriate program staff.

Assists in maintaining safety precautions and standards in the cabins.

Communicates problem areas with other program staff.

Provides first aid as necessary.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: recreation activities appropriate for fifth and sixth grade students such as games and stories; child development characteristics.

ABILITY TO: interact with and care for the needs of students ages 10 to 13; initiate and oversee recreational, social, and group living activities; communicate effectively verbally and in writing;

follow oral and written instructions; establish and maintain effective working relationships with students and outdoor education staff.

CERTIFICATES, LICENSES AND OTHER REQUIREMENTS:

A current Red Cross First Aid Certificate and CPR certification are required at the time of appointment.

In order to meet the requirements of AB346(s), persons in this classification are required to obtain both a California Department of Justice and an FBI clearance prior to starting employment.

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience equivalent to experience (paid or volunteer) working in an instructional, community, clinic, or home setting with elementary or middle school-aged children. Experience with outdoor education programs, camps or youth group activities is highly desirable.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Cabin or outdoor setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; stand for extended periods of time; possess dexterity of hands and fingers to operate equipment and perform assigned duties; kneel, reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies and use cleaning materials; stoop, bend, and twist at the waist, climb; move, push, and/or lift light objects.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
05/00	05/26/2000	09/04, 06/07, 07/08, 12/10, 9/18	Non-Exempt	28