

San Diego County Office of Education  
Personnel Commission

**OUTDOOR EDUCATION PROGRAM SPECIALIST**

Definition: Under the direction of a camp principal and/or teacher, assists in implementing learning and recreational activities in a fifth/sixth grade outdoor education school.

Typical Tasks: **Essential Functions:**  
Using established curriculum guides and materials, plans, organizes and conducts learning activities such as nature hikes, conservation projects, and craft activities, and social principles;  
leads learning activity groups with students on a variety of subjects such as biology, ecology, astronomy and conservation;  
prepares and leads students in activities such as games and quizzes to assess their grasp of materials presented;  
develops, presents and/or leads skits, games, songs and other recreational and learning activities;  
leads large and small group activities;  
maintains discipline and safety standards;  
supervises students in outdoor school living activities such as showers, cabin or work area cleanup, meals and during rest periods;  
has responsibility for maintaining discipline and safety in cabins;  
has responsibility for maintaining equipment and learning areas within the site;  
administers emergency first aid as needed;

**Non-Essential Functions:**  
provides individual student tutoring;  
has responsibility for maintaining discipline and safety on overnight sleep outs;  
conducts pre- outdoor school orientation visits to classrooms;  
performs other duties as assigned.

Minimum Qualifications: Knowledge of the educational needs and interests of fifth/sixth graders in the areas of natural science (e.g., biology, astronomy and ecology), conservation, handicrafts and recreational activities. Ability to: tutor individual students and small groups; be innovative, imaginative and creative in presenting materials to children; provide basic first aid; communicate effectively with children and adults; maintain control of groups of children; establish rapport with children and adults; accept direction from school site administrators, teachers and other staff members; operate computers and related software including email and the internet.

**Working Conditions and Physical Abilities:** Outdoor, cabin and classroom settings. Outdoor schools are located in the remote mountain areas of San Diego County. Must be available to work varying assignments in the 24-hour residential school schedule, including regular overnight assignments.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment and perform assigned duties; kneel, stoop, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies and use cleaning materials; lift and move moderately heavy objects; lead extended mountain hikes; walk on uneven surfaces.

**Experience and Education:** Education, training or experience which demonstrates possession of the knowledge and abilities detailed above. An example of qualifying preparation would include completion of college-level course work in the natural sciences, recreation, education or other related topics, and/or experience working in an outdoor education or recreation program, especially in a residential setting. Possession of both education and experience qualifications is highly desirable.

**Licenses:** Possession of a CPR certificate is required within 30 days of appointment. Ability to qualify for a Class "B" driver license within six (6) months of appointment is desirable. Once employed, Outdoor Education Program Specialists must maintain required certifications.

**Other Requirements:** 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.

Note: These are 10-month positions.

Established: 05/84  
Revised: 06/97, 07/06, 07/09, 10/10

Approved by the Personnel Commission: October 20, 2010