

## Mesa Union School District

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### **Class Title: Outdoor School Coordinator**

**Annual Stipend: \$750.00**

#### **Program Description:**

The Mesa Union School District Outdoor School is a residential program for 6th grade students. Currently, the program is held across from Lake Cachuma on Highway 154 (about 20 miles north of Santa Barbara, CA) at Rancho Alegre. Rancho Alegre is 213 acres of chaparral, oak woodland and riparian forests surrounded by US Forest Service, Bureau of Land Management and California State land. Typically, the program runs from Tuesday through Friday. This position is an annual assignment that reports to the site administrator.

#### **Basic Function:**

The Outdoor School Coordinator, under the direction of the site administrator, will work with staff, parents, and students in the assigned grade to develop leadership skills, and schedule and maintain appropriate records of meetings. The Outdoor School Coordinator facilitates development of participating students to fulfill the goals of the educational activities, coordinates fundraising, supervises volunteers assisting with the activity, and oversees budgeting for the activity.

#### **Major Duties and Responsibilities:**

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Recruit, interview, select, train, and supervise cabin leaders and high school counselors.
2. Meet with District office personnel to plan and coordinate the outdoor school program.
3. Oversee the planning, developing, and facilitating of program preparation and coordination of daily activities in support of interdisciplinary curriculum in science, aligned to the California science content standards and other environmental fields of study.
4. Serve as the liaison between grade-level teachers and the assistant coordinator.
5. Meet with and train the sixth grade classroom teacher(s).
6. Monitor the outdoor school budget on an on-going basis.
7. Plan and supervise fundraising events.
8. Communicate, on an on-going basis, with the site administrator, school office and district office personnel, specifically regarding safety measures, instructional activities, income and expenditures, and time lines.
9. Monitor and update the MUSD outdoor school webpage.
10. Maintain a supportive and collaborative work environment with naturalists, cabin leaders, and site support staff.
11. Provide a positive role model for the preservation of the natural environment.
12. Provide supervision of evening campfire activities including, but not limited to, age appropriate sing-a-longs, storytelling and skit performances.
13. Assure a safe environment for activities; responsible for providing appropriate activities that ensure the safety of students and naturalists.
14. Schedule academic activities for students who choose not to participate in outdoor school.

Board Approved: April 19, 2016

## **Class Title: Outdoor School Coordinator**

### **Qualifications:**

The candidate must possess the knowledge, skills, and personal leadership qualities to successfully demonstrate the ability to:

- Exhibit professional demeanor.
- Display effective interpersonal and communication skills when interacting with students, parents, staff, administration, and community.
- Demonstrate flexibility, initiative, positive high-energy and commitment, and the ability to provide leadership to the program.
- Demonstrate the ability to effectively supervise other adults, high school students, and middle school aged children.
- Exercise appropriate discretion concerning students, staff, and confidential information.
- Effectively utilize organizational and problem-solving skills.

### **Desirable Qualifications:**

Education and/or experience or training in one or more of the following fields: environmental science, biology, botany, astronomy, oceanography, hydrology and outdoor recreation.

### **Physical Requirements:**

The ability to stand, walk over rough, uneven, rocky, sandy, or hilly terrain; the ability to sit, bend over, grasp, reach overhead, stoop, twist, and kneel; possible exposure to varied weather conditions that occasionally necessitates the use of rain gear, gloves, hat, etc. Employees in this environment will be required to work in an outdoor school environment consisting of cabin dwellings, large activity rooms, hilly terrain, and bodies of water.

### **Educational and Credential Requirements:**

The Outdoor School Coordinator must be a certificated teacher; possess at least a Bachelor's Degree from an accredited institution with a Master's Degree preferred; and hold an appropriate California teaching credential issued by the California Commission on Teacher credentialing; and have a current First Aid and Cardiopulmonary Resuscitation Certification (C.P.R).