

## GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

**Job Title:** Environmental & Outdoor Education Coordinator

### **SUMMARY**

Under general supervision, enhances curriculum and exercises supervision over selected/assigned outdoor field trips. Assists in developing class programs, layout, design of exhibits and instructional sites. Work may include, but is not limited to, extended hours in an outdoor setting, routine exposure to the elements, lifting, climbing, canoeing, hiking, and bus driving. Provides general assistance to students, teachers, administrators and parents.

**Supervisor:** Director of Curriculum or Designee

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Facilitates student activities at the Cosumnes River Preserve and McFarland Living History Ranch.
2. Develops and implements school, community, and volunteer partnership opportunities for the school and the district and communicates these opportunities to families, community members, businesses, and local media.
3. Develops and prepare grant applications and proposals for public and private funding sources.
4. Prepares and disseminates materials concerning available grants, awards and related programs.
5. Instructs or facilitates student activities. Encourages the learning process through different learning modalities and shares observations with the classroom teachers and visiting administrators. Prepares materials for classroom and outdoor instruction.
6. Conducts orientations with teachers, students, and chaperones from visiting schools.
7. Assists in maintaining indoor and outdoor instructional sites, curriculum materials and monitors instructional supplies. Assists in maintenance and care of facilities as needed.
8. Reinforces instruction in natural science conservation, environmental science and resource management.
9. Participates in curriculum and activities planning, staff meetings and conferences.

10. Assist in the writing and implementation of ongoing programs funded through grants and associated reporting requirements.

11. Performs other related duties and responsibilities as required.

## **QUALIFICATIONS**

**Abilities:** Ability to instruct, using all learning modalities, a variety of science, natural history and historical interpretative programs. Ability to recognize and work within the limitations of special needs or disabled students required. Ability to plan instructional materials, write reports, and general correspondence. Enjoys working with children, adults, animals, is outgoing, energetic, flexible, team-oriented and has an excitement for wildlife education. Should be self-motivated and can work independently with minimum supervision or with a team. Demonstrated ability to take initiative in a team-based environment, follow through on independent projects, and balance multiple priorities with a strong attention to detail. Strong organizational skills with the ability to work well under schedules and deadlines. Work with school offices, business and transportation departments to expedite requisitions, purchase orders, bus requests, permission slips, schedules. Maintain records for budgeting/analysis/reporting purposes. Excellent oral and written communication skills, particularly the ability to work with multiple constituencies across communication platforms

**Physical Abilities:** Requires ability to communicate with staff and program participants. Requires an appropriate level of physical fitness to carry out assigned outdoor activities. It may require lifting, carrying, and manipulation of tools and equipment necessary to set up and maintain instructional sites. Must be able to lift light to medium (10-50 pounds) weights to maintain facilities. Climbing and hiking in excess of five miles in a day in all weather conditions are essential elements of the workplace.

**Education and Experience:** Bachelor's Degree in science, adventure education, recreation administration, natural history or related technical field; preferred three (3) years of experience working with students in a formal or structured setting. Any equivalent combination of education, training and experience.

### **Requirements:**

Valid Driver's License  
First Aid and CPR Certificate  
Proof of Negative TB Test  
Department of Justice Background Check

### **Preferred Requirements:**

California School Bus Driver Certificate  
Lifeguard Certification  
American Canoe Association Instructor  
California Boating License/ Boater Card  
California Hunter Education Certificate

Board approval: 4/20/2023