

OUTDOOR EDUCATION PROGRAM AND OPERATIONS MANAGER

DEFINITION

Manages various aspects of the outdoor education program, operations, safety, and security planning and delivery; communicates District policies regarding outdoor education programs to school personnel, and District administrators; and serves as the primary point of contact for the outdoor education centers and Day of Discovery programs.

TYPICAL DUTIES

- Oversees the various components of the program and operations of the outdoor education centers and Day of Discovery.
- Serves as the primary point of contact for issues related to the health, safety, and welfare of students and facilities at outdoor education centers and Day of Discovery programs.
- Coordinates the "first response" to crisis situations by developing and evaluating site emergency response plans, conducting emergency drills, assessing response protocols at outdoor education centers, completing Situation Reports to update leadership, and collaborating with various District departments during emergencies.
- Conducts site inspections at outdoor education facilities to ensure compliance with health and safety standards, including emergency procedures, asbestos and pest management, campus safety, facilities maintenance, and injury and illness prevention protocols.
- Renews required permits (e.g., swimming pool, well water, animals) and ensure compliance with State Water Board requirements (e.g., water testing, bacteriological tests, water system fees) within established timelines.
- Responds to requests for information and inquiries regarding program data, schedules, staffing, and other information as requested.
- Reviews and approves all K-12 school-initiated hiking and camping trips to non-district sponsored locations.
- Creates and regularly updates program-related materials, including District policies, annual budgets, budget justification plans, onboarding protocols, staff handbooks, safety manuals, brochures, and website content.
- Visits schools to promote outdoor-education programs, conduct parent orientations, and provide logistical support to school sites in preparation for an upcoming trip.
- Develops and maintains data tracking systems to monitor program effectiveness, including student participation rates, incident reports, staff vacancies, and program implementation.
- Collaborates with external agencies and community partners to strengthen relationships, expand programs, and stay up-to-date on outdoor and environmental education issues.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Outdoor Education Program and Operations Manager is responsible for managing the operations, safety, and security of the outdoor education centers and the Day of Discovery programs.

The Executive Director, Beyond the Bell Programs provides leadership and central support for establishing and directing expanded learning programs.

The Outdoor-Education Center Manager directs and coordinates the operations of an outdoor education center.

SUPERVISION

General supervision is received from an administrator in Beyond the Bell. Supervision is exercised over the Outdoor Education Center Managers and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Fundamentals of organizing and conducting outdoor and environmental education activities,
- Safety regulations governing the use of outdoor education facilities
- Principles of natural sciences as related to outdoor education
- Fundamentals of current outdoor education standards
- First-aid procedures
- Health and safety standards
- Emergency management practices and procedures
- Basic budget practices and procedures

Ability to:

- Develop and present professional development on various topics related to outdoor and environmental education, operations, and environmental and health safety protocols
- Train staff in effective practices and supervise personnel
- Establish and maintain partnerships with outside agencies, administrators, and staff
- Make critical decisions under pressure and assume leadership role in crisis situations
- Develop detailed reports, analyze data, and prepare correspondence related to the program
- Communicate effectively orally and in writing
- Utilize Microsoft Office Suite
- Develop schedules and coordinate activity plans

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Three years of experience supervising outdoor and environmental education programs, to include monitoring and implementing outdoor education program requirements, analyzing data, and developing reports. Experience with maintenance and operation requirements is preferred, including, but not limited to, requirements related to environmental health and safety compliance, emergency preparedness and response, and permits.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

SPECIAL NOTES

A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

This position requires the employee to be on call and respond to operational concerns, emergencies, weather events, and provide direct support at an outdoor education center or a Day of Discovery partner site as needed.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

05-08-25

SH/MJM