

Merced County Office of Education

Position Description

Position: Naturalist (GMOS)	Position Number: 13A/F
Department/Site: Educational Services	FLSA: Non-Exempt
Signature _____ Date _____	Salary Grade: CSS / 116

Summary

Under the administrative direction of the Principal – Outdoor Education Center, the Naturalist will fulfill those responsibilities necessary to implement a successful Environmental Education Program. Employee will be required to work a flexible workweek, which will include days, evenings, and some weekends. Hours per week will average forty (40). Employee will provide on-call emergency response services as part of his/her room and board package, which includes on-site accommodations and meals during the school program.

Essential Duties and Responsibilities

- Instruct students in outdoor science and environmental education lessons including but not limited to subject areas of ecology, biology, geology, astronomy, botany, and outdoor skills.
- Facilitate team building programs for students and adults
- Orients students and teachers to program and procedures; in-service teachers on outdoor school curriculum and schedules.
- Mentor, train, and coach intern naturalist staff.
- Perform class observations and provide feedback to intern naturalist staff.
- Counsels students regarding behavior and documents disciplinary action.
- Supervises student recreation activities including but not limited to hiking, wall climbing, crafts, and sports.
- Train, mentor, and evaluate high school cabin leader volunteers.
- Leads campfire activities including but not limited to songs, skits, stories, and large group announcements.
- Assists Principal with development of curriculum and curriculum materials.
- Performs first aid/first response care to injured students or staff.
- Coordinates and monitors student maintenance of facilities.
- Maintains and inventories instructional and recreational equipment.
- Prepares weekly records, forms and reports.
- Coordinates communication and feedback between principal, cabin leaders and teachers.
- Operates a personal computer and standard office equipment.
- Assists in custodial maintenance of facilities, grounds and hiking trails.
- Works in kitchen and dining room as required. Assist other Outdoor School staff as required.
- Checks weekend groups in and out of the outdoor school facility; makes final check of facilities after each group departs and report findings.
- Operates a motor vehicle.
- Operates various types of equipment/machinery in performing repairs, grounds maintenance, custodial and snow removal.
- Performs other related essential functions as assigned.

Qualifications

▪ Knowledge and Skills

The position requires specialized knowledge of concepts, principles, and practices in instruction and age-appropriate learning. Requires working knowledge of supplemental learning, projects, and recreational activities that blend with classes to accomplish educational goals in an outdoor environment. Requires well-developed skills to use a computer, common office productivity applications and specialized software used in education and business environments. Requires well-developed human relations skills sufficient to conduct formal presentations to large and diverse audiences, to facilitate external relations, conflict resolution, performance appraisal, and facilitate in-service education. Requires understanding of ecological principals. Requires an understanding of naturalist history and local flora and fauna. Requires outdoor skills and the use of a compass and map. Requires knowledge of Next Generation Science Standards and lesson planning based on NGSS.

▪ Abilities

Requires the ability to perform all of the duties of the job that support its objectives. Requires the ability to meet schedules and timelines. Position requires the ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the outdoor school and school district settings. May require the ability to communicate in a second language. Requires the ability to work with students from diverse backgrounds in a residential setting. Requires the ability to work days, nights, and some weekends. Requires the ability to live and works with the same people in a small rural community. Requires the ability to be flexible and adaptable. Requires the ability to present in front of adult and student groups. Requires the ability to facilitate team-building activities with adults and students. Requires the ability hike several miles a day at 5,000' elevation. Requires the ability to talk and present in front of a large audience. Require the ability to sing and perform in front of an audience and. Requires the ability to be a role model to students of all ages and to act "goofy" when it is appropriate. Requires an ability to administer discipline within the policies of the outdoor school. Requires the ability to operate a motor vehicle. Requires the ability to work in inclement weather conditions including snow and rain.

▪ Physical Abilities

Requires sufficient ambulatory ability to move about county office and school district environments on a continuous basis. Requires sufficient visual acuity to recognize words and numbers. Requires hand-arm-eye coordination to use a computer keyboard and retrieve files from standing forward flexing and seated positions. Requires auditory capacity to speak and hear in public settings.

▪ Education and Experience

Position requires a Bachelor's degree with courses or equivalent training in natural sciences and/or recreation management and/or environmental sciences and one year of experience in a residential outdoor environment.

▪ Licenses and Certificates

- Requires a valid California driver's license. If using personal vehicle in the course of employment, must have proof of liability insurance required by law.
- DMV Driver Record printout.
- Requires CPR and First Aid Certifications.

▪ Working Conditions

Required to work in an indoor/outdoor school environment consisting of cabin dwellings, large activity rooms, mountainous terrain and bodies of water; travel by motor vehicle; work outdoors in varying degrees of temperature and weather conditions including rain and snow; exposure to plants and wildlife typical to the region; and come in direct contact with students, MCOE/district staff and the public.

This job description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.