

Under the direction of the Director of Environmental Education, plans, develops, implements, and coordinates volunteer recruitment efforts for the Environmental Education Program (Program); serves as a liaison for the Santa Clara County Office of Education (SCCOE) and the Program throughout the Santa Clara

KNOWLEDGE OF:

Volunteer recruitment lifecycle process and best practices.

Natural and environmental science and diversified ecosystems.

Current environmental education issues, concepts, and curriculum development methods and techniques.

Camp operations and related facilities management.

Student safety procedures.

Presentation techniques for diverse populations.

State and federal lunch reimbursement programs requirements for low-income and disadvantaged students.

Desktop computer operations and office application programs used for word processing, databases and presentations.

Proper English usage, spelling, and grammar.

ABILITY TO:

Recruit, motivate, train and assess the work of cabin leaders, camp counselors and parent chaperones.

Read and write at a level sufficient to successfully perform required duties.

Communicate effectively in both oral and written form for a variety of audiences.

Develop, organize and present program information effectively.

Analyze and assess situations accurately and take appropriate action to resolve problems encountered.

Reason logically and to think independently and creatively.

Gather data and prepare reports.

Complete special projects as assigned.

Work independently with limited supervision.

Accurately estimate time, materials, staff, and other resources needed for assigned programs activities.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Maintain confidentiality of sensitive and privileged information.

Maintain current knowledge of program rules, regulations, requirements and restrictions, schedules and timelines.

Establish, prepare, and maintain accurate records and reports related to assigned functions.

_____ : Bachelor's degree from an accredited college with major coursework in natural sciences, environmental sciences, human resources or a related field and at least one year of related experience.

ENVIRONMENT:

Office environment.

Indoor and outdoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information; seeing to read and prepare documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally; lifting and carrying heaving objects weighing up to 30 pounds; and driving to schools throughout Santa Clara County.

Approved by Personnel Commission: July 25, 1996

Revised: 02/14/08; 12/09/15; 08/21/19

Jonathan Muñoz

Date: 08/21/2019