

SANTA CLARA COUNTY OFFICE OF EDUCATION



Performs outreach to agencies related to all Walden West programs.

Prepares lesson plans and instructional activities to cover environmental/outdoor education concepts and focal points.

Provides instruction to classes regarding environmental/outdoor education programs and concepts.

Coordinates advertising efforts and campaigns.

Monitors the general cleanliness and safety of campsite facilities and areas.

Arranges for repair/maintenance of camp facilities, equipment, and buildings.

Compiles, evaluates, and summarizes program information and data to determine the effectiveness of established activities; recommends program changes or modifications as appropriate.

Assumes responsibility for the general operation of camp site and related facilities in the absence of the Director.

Prepares event schedules, announcements, health and release forms and a variety of reports and correspondence related to assigned programs, activities and functions.

Visits schools and other prospective client organizations to promote environmental/outdoor education programs and services.

Collects payments for program merchandise.

Administers first aid/CPR in emergency situations.

OTHER DUTIES:

Performs related duties as required.



Maintain environmental education teaching materials.

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

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

Reason logically and think independently and creatively.

Gather data and prepare reports.

Direct and coordinate the work of others.

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