

Job Summary:

The job of SCICON Activities Specialist is done for the purpose/s of enhancing the social and educational experience of students while at SCICON. The Activities Specialist, under the direction of the SCICON administration, supports the SCICON Intern staff, other staff and classroom teachers during the normal outdoor education program at SCICON.

Essential Functions:

- ▶ Assists with the supervision of students in large group activities (evening programs, meals, etc.) for the purpose of providing for a positive student experience.
- ▶ Supports/assists the SCICON Intern staff during large group activities for the purpose of providing for a successful event.
- ▶ Supports/assists the Village Coordinators during their supervision of the Village for the purpose of providing for a positive student experience.
- ▶ Assists with the supervision of students and high school counselors while in the cabins and villages for the purpose of providing a positive student experience.
- ▶ Assists with leadership training of high school students at SCICON or on high school campuses for the purpose of providing for successful high school cabin leader experiences.
- ▶ Assists with the instruction of student groups as assigned for the purpose of providing for a quality outdoor education experience.
- ▶ Facilitates communication between Village Coordinators, the Lead Intern, SCICON staff, classroom teachers, and the SCICON administration for the purpose of providing for positive and successful student experiences.
- ▶ Communicates with SCICON administration regarding significant student or program developments for the purpose of providing for positive student experiences and successful program operation.
- ▶ Assists in the training or orientation of Intern staff for the purpose of providing for successful acquisition of program skills by Interns.
- ▶ Works on special projects or other duties as assigned for the purpose of providing for a successful outdoor education program.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - lead and manage large groups of students;
- ▶ **Knowledge of:**
 - environmental education curriculum;
 - student management in residential programs;
- ▶ **Ability to:**
 - utilize sound judgement and problem solve;
 - communicate effectively with all levels of staff;
 - speak in an understandable voice;
 - hear normal conversations;
 - read fine print using eyesight;
 - move about in rough terrain both during the day and after dark. (Terrain includes steep inclines, multiple steps and hiking trails).

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes.

Experience Required:

- ▶ Job-related experience is desired.

Education Required:

- ▶ High school diploma or the equivalent.
- ▶ Targeted job-related education that meets organization's prerequisite requirements.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.