

**JOB DESCRIPTION**

**Job Title: SCICON Program Specialist (1919)**

**Job Summary:**

The job of SCICON Program Specialist was established for the purpose/s of coordinating the fifth and sixth grade programs at SCICON. The Program Specialist trains, supervises, and leads the SCICON program staff (interns, naturalists, specialists, volunteers, etc.) to provide a successful and comprehensive outdoor education program. The Program Specialist works with students, high school counselors, visiting classroom teachers and parents to provide a safe, productive, and successful student experience at SCICON under the direction of the SCICON Administrator.

**Essential Functions:**

- Communicates with SCICON staff, visiting teachers, and parents for the purpose of enhancing student learning and experiences while at SCICON.
- Consults with the SCICON administrator to create and maintain a positive program for students at SCICON.
- Problem solves student disciplinary and behavior situations for the purpose of maintaining a safe and positive environment.
- Assist Administrator or designee with evaluations of assigned SCICON staff.
- Manages and assists evening activity specialists.
- Assists Administrator or designee with curriculum development.
- Provides mentorship to SCICON naturalists to develop and improve outdoor education skills.
- Schedules student, staff, and program activities to enhance the student experience at SCICON.
- Trains program staff in appropriate outdoor education procedures.
- Leads trail hikes for students, visitors, and other staff.
- Performs other related duties as assigned.

**Skills, Knowledge and/or Abilities Required:**

**Skills to:**

- communicate, both orally and in writing, in a clear, concise, and effective manner.
- plan and organize complex student, staff, and program events.
- train, supervise and evaluate classified staff.
- provide program leadership.
- provide clear judgment and problem-solving skills.
- lead, guide, and direct elementary and high school-age students.

**Knowledge of:**

- automated residential outdoor education.
- public school operation.
- adolescent and high school-age student behavior.

**Ability to:**

- communicate verbally, through email, and by written communications.
- problem solve, independently, and in consultation.
- operate technology equipment including computer, audio-visual equipment, and radio.
- walk on rough and uneven trails both in daylight and at night.
- climb steps.
- work in a remote setting one hour away from emergency medical care.
- work out of doors in harsh weather.
- speak loudly and audibly in front of groups of two hundred students.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under some temperature extremes.

**Experience Required:**

- Job related experience within specialized field is required.
- Minimum of two years experience in residential outdoor education.

**Education Required:**

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

**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:** Exempt

**January 2023**

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.