



## **Job Description: Outdoor Division**

### **Job Title: Program Specialist: Texas Outdoor Education Center**

### **Job Location: Camp El Tesoro, 7710 Fall Creek Hwy, Granbury, TX 76049**

#### Position Purpose:

To further the mission of Camp Fire First Texas through the development and delivery of nature/environmental activities that are safe, fun, and appropriate for age and ability and reflect the council's commitment to stewardship of the natural environment.

#### Minimum Qualification for any Texas Outdoor Education Center position:

- A genuine interest in working with children in outdoor environment
- Ability to accept supervision and guidance
- Ability to handle the pressures associated with living with coworkers
- Enthusiasm, sense of humor, patience and self control
- Good character, integrity, and adaptability
- Current CPR and First Aid certifications

#### Qualifications:

- Genuine interest in the outdoors and working with children.
- Bachelor's degree in education, forestry, anthropology, wildlife management, environmental science, or related fields is preferred. Degree may be substituted by a combination of college hours and two to four years of outdoor experience. Volunteering or interning in organizations that focus on child education or nature education can also assist in experience for the position of Program Specialist: Texas Outdoor Education Center.

#### Essential Job Functions:

- Facilitate and assist in the continuous assessment of age and ability appropriate nature/environmental program that utilizes the site's natural environment.
  - Implement a variety of age and ability appropriate activities in the above-stated environmental studies, such as: fossils, orienteering, birds, animal habitats, trees, grasses, wildflowers, insects, and additional studies as developed.
  - Evaluate the success of the nature/environmental program and assist in quality modifications.
- Ensure participants know and follow safety and educational procedures.
  - Assist and participate in staff trainings for nature/environmental studies.
  - Assist in the training of new Texas Outdoor Education Center staff.
  - Ensure program participants follow safety procedures.

- Assist in the management and care of the physical facilities and equipment in the nature/environmental program area.
  - Maintain the nature/ environmental equipment including curriculum storage areas, facility areas, books, brochures, materials and supplies.
  - Observe hazards or developments in the natural environment and alert appropriate staff.
  - Inventory and restock nature/environmental equipment in a timely manner.
  - Conduct a daily check of the area and equipment for safety, cleanliness and good repair.
- Assist in overall implementation of Texas Outdoor Education Center programs.
  - Assist in developing and implementing schedules and records for all program facilities, including but not limited to participant, group program, and activity schedules.
  - Participate as a member of the Texas Outdoor Education Center team to deliver and supervise evening programs, overnights, and special events.
- Participate as Host and facilitator for Retreats and Rentals events as needed.

#### Other Job Duties:

- Attend all job trainings and staff meetings.
- Contribute to verbal and written evaluations and communication as requested.
- Participate in all activities, planning, and leading those as assigned.
- Other duties as assigned.

#### Working Relationships:

- Reports directly to Coordinator: Texas Outdoor Education Center.
- Works closely with all Texas Outdoor Education Center staff.
- Respect and assist kitchen staff with dining hall procedures.
- Assist maintenance and facilities staff by reporting any damages to Coordinator: Texas Outdoor Education Center.

#### Physical Aspects of Position:

- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist participants in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of participants.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to participants.
- Ability to live in camp setting and work irregular hours while delivering programs.
- Endurance including standing, some bending, stooping and stretching.
- Ability to work in various environmental conditions.
- Ability to observe behavior, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to lift 50 pounds.