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# MARIN COUNTY

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## OFFICE OF EDUCATION

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### POSITION ANNOUNCEMENT

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10/6/22

### MANAGER OF OUTDOOR EDUCATION PROGRAM

#### Walker Creek Ranch Outdoor School and Conference Center Seasonal Position Through June 30, 2023

Walker Creek Ranch is located outside of Petaluma at 1700 Marshall Petaluma Road, in Marshall (West Marin County) on 1700 Acres of beautiful ranch land and is owned and operated by the Marin County Office of Education. The Ranch offers programs to both the public education sector and outside groups through the residential outdoor science school and conference center.

**SALARY: \$9,240/Month (\$53.30/hour)**

#### **THE POSITION:**

Plans and coordinates services, operations, and administration; develops, and implements program objectives, policies, procedures, reports, plans and evaluations for the Outdoor Education Program and Conference activities. This class is distinguished from other classes serving the Marin County Office of Education by the nature of the work being specific to the ranch and in which residency in ranch housing may be required.

#### **DUTIES AND RESPONSIBILITIES:**

Plans, schedules, coordinates services, operations, and administration for the Outdoor Education Program and conference activities. Develops and implements program goals, objectives, policies, procedures, and plans. Compiles and completes reports as needed. Responds to customer evaluations and feedback as needed. Interprets and applies laws and regulations as they apply to the Outdoor Education Program. Monitors contracts with service providers and users to ensure compliance. Develops and coordinates marketing strategies for maximum use of facilities. Researches, develops, and markets new programs. Prepares and monitors budgets. Researches, plans, and writes grants for the Outdoor Education Program. Recruits, selects, assigns, trains, and evaluates assigned staff to include volunteer adult chaperones and cabin leaders. Develops curriculum goals and objectives. Establishes and implements student discipline procedures. Communicates, develops, and delivers presentations to a wide variety of groups, and individuals. Performs scheduled night management duties. Performs other related duties, special projects, and assignments as assigned.

#### **TRAINING & EXPERIENCE:**

Any combination of training and experience which demonstrates the possession of the stated knowledge and abilities. A typical qualifying background is prior leadership experience in an outdoor education setting, like or similar to Walker Creek Ranch for a minimum of three years and conference center experience ranging from small to very large groups for a minimum of two years.

Incumbents must have a Bachelor's Degree from an accredited institution of higher learning, preferably with major studies in the environmental sciences and must possess and maintain a valid California teaching credential and a valid California driver's license at all times. Must have a current CPR and First Aid certificate. Emergency Medical Technician certificate (EMT) desirable.

**FILING DATE: Sunday October 23, 2022**

**ANTICIPATED INTERVIEW DATE: Friday October 28<sup>th</sup>**

**SELECTION PROCESS:** The multilevel selection process may consist of an application screening process, reference checks, interviews, and presentations. Those candidates with the most relevant and suitable background will be invited to participate in the process.

**TO APPLY:** Send letter of interest, current resume, and three professional references to Ranch Manager Patrick McLaughlin at [pmclaughlin@marinschools.org](mailto:pmclaughlin@marinschools.org)

In compliance with the Immigration Control and Reform Act of 1986, the Marin County Office of Education requires all new employees to produce certain documents to verify their identity and right to work in the United States. Such documents may include, among others, U.S. Passport, Birth Certificate, Valid Driver's License, and Social Security Card.

The Marin County Office of Education prohibits discrimination against and/or harassment of employees and job applicants on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation in any of its policies, procedures or practices in compliance with Title VI of the Civil Rights Act, Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and the Age Discrimination Act of 1975.