

qathet School District
Draft Class Specification
Outdoor Education Worker (5.01)



SUMMARY

Under the supervision of the Administration Officers and direction of the Coast Mountain Academy teacher(s), the position of Outdoor Education Worker performs a variety of skilled duties to support teachers and students in the preparation and operation of Outdoor Education classes. Supporting all aspects of the Coast Mountain Academy Program activities, including but not limited to, monitoring and guiding students in the performance of outdoor and environmental activities. This position will include multi day and over night trips, plus some evenings and weekends.

DUTIES AND RESPONSIBILITIES

- Assists teacher(s) and students in performing outdoor skills and activities, as required.
- Monitors the safety and well-being of students in various settings and times of day (including overnight).
- Helps organize and prepare a variety of outdoor equipment, supplies and materials for outdoor education activities.
- Assists teacher(s) in preparation, modification, duplication, distribution, and filing of instructional materials.
- Supports in monitoring proper use, storage, inventory, maintenance and repair of all program resources and equipment. Documents and reports all concerns to the teacher(s).
- Helps maintain outdoor education resources and assists teacher(s) with year-end inventory of resources (may require working with software programs).
- Supports teacher(s) in planning and logistics related to delivery of various outdoor industry certificates.
- Assists teacher(s) in coordination of student projects.
- Supports teacher(s) in coordination of multi-day expeditions.
- Monitors for hazardous conditions, unsafe practices, and equipment as well as other safety concerns.
- Demonstrates safe use of equipment and safety procedures (ie. first aid, knives, axes, canoes, kayaks, etc).
- Prepares and helps clean up the classroom(s) and storage room(s) as directed.
- Helps source, research, and cost course related supplies and equipment.
- Assists in some aspects of cash management, registrations, as well as budget information and reconciliation of receipts, when required.
- Safely operates passenger van in a diversity of road and weather conditions.

QUALIFICATIONS AND EXPERIENCE

Education

- High school graduation.
- One or more years of post secondary in science, sustainability, leadership, tourism, recreation management or education. Or a relevant degree, diploma, or certificate.
- Wilderness First Aid (40+hr) or willingness to obtain certification.
- Valid Class 4 B.C. driver's license/insurance.

Knowledge & Experience

- Experience working and/or assisting in wilderness camps or programs.
- Strong practical and theoretical understanding of STEM, Outdoor, Sustainability, Environmental, and Experimental learning
- Experience in a diversity of outdoor skills/certifications (i.e camping, hiking, climbing, canoeing).
- Working knowledge of basic computer hardware and software. (Word Processing, Database, and accounting skills)
- Exceptional organizational skills.

Occupational Requirements

- Excellent vision and hearing to perform all job duties.
- Able to perform physical and mental activities related to the job duties.
- Able to occasionally lift heavy objects and operate related equipment.