

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SHORT-TERM CLASSIFIED POSITION

JCN: 9214
NON-EXEMPT

CHALLENGE COURSE SPECIALIST

BASIC FUNCTION:

Under the direction of the Executive Director, Safe and Healthy Kids (S&HK), work collaboratively with the program personnel in the development and safe implementation of the Challenge Course; plan and implement team-building activities providing students and staff with a fun, positive outdoor learning experience; maintain high standards of safety, health and cleanliness during challenge course and other program activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Create and lead a fun Challenge Course, skill building sessions and nature-exploration activities.
- Collaborate with Safe and Healthy Kids Department personnel to plan, frontload, facilitate and debrief initiatives and elements for diverse and dynamic populations.
- Design team and individual course activities; maintain records of curriculum and materials, as assigned; gather feedback on the quality of the team building activities and trainings from program participants.
- Exercise good judgement in making independent decisions regarding safe and effective use of course.
- Facilitate all aspects of the Challenge Course for students and staff accessing the Scout Island Outdoor Education Center.
- Lead discussions to assist Challenge Course participants generalize lessons learned during a program to other areas of their lives.
- Load and unload Challenge Course materials; clean and maintain materials and equipment.
- Perform necessary opening and closing procedures for the Challenge Course.
- Promote cleanliness of the Challenge Course and the Scout Island Outdoor Education Center.
- Understand the emergency action plan and implement the appropriate steps when necessary.
- Attend and participate in a variety of assigned meetings, committees, conferences, in services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility, and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function, or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Proper English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication.
- State Education Code, local, state, and federal laws, codes, regulations and requirements and county office organization, operations, policies, and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Actively listen.
- Ask questions.
- Considerable ability to develop and maintain effective working relationships
- Create focus amongst the group.
- Establish a psychologically safe environment for sharing.
- Set effective guidelines for activities.
- Time management.
- Work outdoors during the summer season and inclement weather.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state, and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- Sufficient experience to demonstrate the knowledge and abilities listed above.
- Increasingly responsible experience leading challenge course activities for small to large groups of individuals preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

- Valid defensive driving certificate issued by an authorized agency within one year of date of hire.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work.
- Work outdoors in variable weather.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 10/01/2022