

MULTNOMAH ENVIRONMENTAL EDUCATION

JOB TITLE:	Program Leader
FUNDAMENTAL OBJECTIVE:	Assists Site Supervisor in the implementation of the Outdoor School Program.
REPORTS TO:	Site Supervisor
SUPERVISED BY:	Site Supervisor, Supervisor/Consultant, Coordinator
DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none">1. Implements the Outdoor School schedule and program.2. Performs duties in alignment with MESD and Outdoor School Missions, Goals and Objectives.3. Instructs and leads sixth grade students and student leaders in duties, activities, and field studies.4. Provides supervision for sixth grade students and student leaders.5. Provides training, support and written evaluations for student leaders.6. Adheres to the Outdoor School Policy and Procedures Manual.7. Communicates with others utilizing appropriate verbal and nonverbal interactions.8. Performs other duties as assigned.
LIMITS OF AUTHORITY:	<p>This position is subject to board policies, administrative rules and procedures, department regulations, and applicable state and federal statutes. This position carries no administrative authority or responsibility.</p>
QUALIFICATIONS:	<ol style="list-style-type: none">1. High School Diploma or General Education Diploma.2. Experience working with children and/or adolescents.3. Experience in a professional field.4. Valid First Aid/CPR Card by first day of employment.