



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Coordinator, Inside the Outdoors

**Class Code: 1551
Work Days: 225**

GENERAL PURPOSE

Supervise, assign, review, and participate in the work of staff responsible for providing education and partnerships services for Inside the Outdoors within the Educational Services Unit; perform a variety of technical tasks relative to the assigned area of responsibility and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Provide direction for the implementation of program, goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Develop, implement, and coordinate cause-related marketing/corporate responsibility partnerships to align corporate marketing goals and Inside the Outdoors funding needs.
 3. Develop and manage relationships with community leaders and potential funders to design opportunities that are unique and replicable.
 4. Develop and deliver training workshops related to environmental literacy for county school districts and in-house personnel; implement the latest trends in environmental literacy into workshops and adapt program to meet changing needs.
 5. Represent Orange County Department of Education and Inside the Outdoors at a variety of meetings and activities involving statewide efforts on environmental literacy.
 6. Cultivate, implement, and coordinate Inside the Outdoors replicable program models that are promoted to regional and national networks.
 7. Coordinate strategic planning for Inside the Outdoors Foundation (ITOF) fund development committees.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

8. Develop and coordinate collaborative partnerships with OCDE and business partners to design programs that meet partners' goals.
9. Work with consultants to direct activities and coordinate outreach efforts.
10. Develop, direct, and coordinate ITO public relations and communications through earned and social media.
11. Coordinate individual donor contributions.
12. Oversee the preparation and administration of the program budget; submit budget recommendations; monitor expenditures.
13. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
14. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
15. Plan, prioritize, assign, supervise, and review the work of staff for providing education, development, and fundraising services.
16. Maintain records and compile reports and statistical information for evaluation of program effectiveness.
17. Demonstrate attendance sufficient to complete the duties of the position as required.
18. Perform related duties similar to above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles of effective supervision, leadership, training, coaching and performance evaluation.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Current industry trends for informal science education and environmental literacy education.
4. Principles of marketing through public relations, earned media, and social media.
5. Principles of fundraising and development.
6. Southern California business climate.
7. Government and non-profit protocols and regulations.
8. Modern and complex principles and practices of fundraising strategy trends.
9. Evaluation and assessment techniques used in determining effective fundraising and development strategies.

Knowledge of (cont.):

10. Principles of budget preparation and control.
11. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Interpret the organizational and division strategic plan and create relevant goals and plans for development and fundraising.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
3. Align program content with current educational and curriculum trends and standards.
4. Establish and maintain effective working relationships with various constituencies.
5. Interpret and explain laws, codes, contracts, policies, and procedures.
6. Develop and present training materials.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and communicate clearly and concisely, both orally and in writing, in English.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in fundraising, non-profit management, business development, environmental educator, or related field; and five years of successful experience in a nonprofit fund development program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

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