



## POSITION DESCRIPTION

**Position Title:** Outdoor Education Manager **Department:** 5140

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**Incumbent:** **Supervisor:** Assistant Chief of Outdoor Education

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### Job Content:

1. Position Summary:  
(Overall purpose of this position)
  - Facilitate boating, cycling, fishing, archery, and general outdoor education programming.
  - Assist other Outdoor Education Managers with maintenance of Outdoor Education Division facilities and equipment as assigned.
  - Assist in the organization, management and facilitation of year-round special events as assigned by the Chief of Outdoor Education.
2. Essential duties and responsibilities which must be performed in order to carry out the position purpose summarized above:  
(The following description is a general representation of the key duties and responsibilities of this position).
  - A. Facilitate Parks Plus programs for the Outdoor Education Division.
  - B. Assist with planning and set-up of major special events (Halloween Hayrides, Santa's Workshop, Grand River Canoe and Kayak Race, the Triathlon, and other race events, etc.).
  - C. Assist in management of Fairport Harbor Lakefront Park, Chapin Forest Pine Lodge Cross Country Ski Center, the Environmental Learning Center, Painesville Township Park.
  - D. Plan and implement Outdoor Education programs and camps, including canoeing, kayaking, sailing, powerboats, fishing, archery, camping, backpacking, personal watercraft, and a wide variety of other recreational activities.
  - E. Train, supervise, coach, and schedule, part-time, seasonal, and volunteers to assist with programming.
  - F. Maintain knowledge of latest trends in recreation management.
  - G. Monitor and control expenses.
  - H. Work with scout groups for a variety of activities and programs
  - I. All other duties as assigned by management.

**Qualifications:**

3A. Specific knowledge, training or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications:

(To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Preferred bachelor's degree in parks and recreation or related field; minimum 2-3 years of related experience.
- First Aid and CPR Certification.
- Demonstrated athletic ability to perform various activities: cross country skiing, kayaking, cycling, canoeing swimming, biking, hiking, and other activities as assigned.
- In-depth interpersonal skills: demonstrated emotional intelligence: self-awareness, accurate self-assessment, sensitivity, honesty, reliability, trust, and consistency.
- Valid Ohio Driver License. Ability to operate a variety of equipment used in Outdoor Education programming.
- Exceptional customer service skills.
- In-depth supervisory skills with the ability to lead by example.
- Basic computer skills: Microsoft Office, Internet, email.

3B. Essential Physical Demands and Working Environment:

(The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl, taste or smell. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions including temperature, humid and wet; fumes or airborne particles; and confined spaces.

3C. Previous experience that is *necessary* background to qualify for this position:

- Seasoned level of recreation education management experience.