



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
King Gillette Ranch  
26800 Mulholland Highway  
Calabasas, California 91302  
Phone (818) 878-0866 Fax (818) 878-0508

**JOB OPPORTUNITY BULLETIN**  
**September 20, 2011**

**The MRCA Division of Interpretation & Education**

**Job Title: Coordinator of Education Programs**

The Mountains Recreation & Conservation Authority (MRCA) is recruiting for the position of Coordinator of Education Programs. The Coordinator of Education Programs join MRCA's Division of Interpretation and will report directly to the Chief of Interpretation and Deputy Executive Officer. The role requires an organized, motivated, articulate individual who is able to perform an array of tasks with minimal oversight and guidance. Candidates must possess good decision-making skills and the ability to use good judgment.

The Coordinator of Education Programs is a full-time permanent position that will oversee all MRCA educational programs including but not limited to residential outdoor education programs at two locations, day field trips, and volunteer docent naturalist led programs.

**Outdoor Education Duties:**

- Recruit, hire, and train qualified seasonal staff for residential Outdoor Education Program;
- Provide direct supervision, development, and scheduling of outdoor education staff, both seasonal and full-time staff and high school counselors, and ensure that staff follows safety procedures with themselves and campers in all program areas;
- Develop and coordinate a calendar of camp programs that meet the needs of the agency, offer a variety of engaging programs, and cover assorted park locations;
- Liaison with school administrators, teachers and parents;
- Develop and manage Camp budget;
- Coordinate food service with caterer and/or staff;
- Ensure the development and execution of lesson outlines that meet profession standards, division goals, state curriculum standards, Education and Environmental Initiative (EEI), and the needs of the campers; periodically evaluate lesson plans to reflect new industry standards, educational procedures, best practices, and recent data;
- Develop a camp marketing plan and oversee its implementation;
- Train, mentor and coach new and existing naturalists on program development and delivery skills;
- Oversee the design of camp publications and assist with content;
- Coordinate program needs with individual site managers;

**School Docent Oversight Duties:**

- Recruit new docent naturalists to lead school hikes
- Train, mentor and coach new and existing docent naturalists on program development and delivery skills;
- Contribute to bi-monthly volunteer newsletter;
- Coordinate with the Interpretive Division to host seasonal volunteer gatherings and enrichment trainings

**General Position Duties:**

- Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Report to or attend divisional meeting to provide updates on education programs;
- Maintain clear and positive written and verbal communication with all staff;
- Help as needed on interpretive programs at agency parks and special events;
- Execute administrative duties in a timely fashion and according to agency protocol including time sheets, reports, updates, and correspondence;
- Perform related duties as required;

**Knowledge and Understanding of:**

- Experience in administrative roles at similar educational outdoor education programs or camps;
- Experience in the development and delivery of programs and activities for similar population;
- Current instructional certification in program or related experience;
- Natural and cultural history of the Santa Monica Mountains;
- The principles of environmental education;
- California State Science Framework and Content Standards and the California Environmental Education Initiative proposed standards;
- Mentoring and coaching;

**Ability to:**

- Ability to use various word processing, graphic, and design computer software programs;
- Work with children in an engaging and appropriate manner;
- Ability to establish and maintain cooperative working relationships with those interested in the work of the program and staff;
- Ability to plan environmental, and/or natural resource events;
- Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position;
- Ability to observe camper behavior, appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to plan and escort guided tours, explain specific points of interest in each natural area, and interpret the ecology, and natural history values
- Manage and communicate with large diverse audiences

**Requirements:**

- Provide evidence of free from tuberculosis
- CPR/First Aid Certification;
- Work is accomplished in both indoor and outdoor settings, and includes standing, walking, and hiking multiple miles, for extended periods of time;
- Must be physically fit, including the ability to hike for up to 10 miles and will be required to pass a physical examination that includes a drug test;
- Have a record clean of violent or serious felonies as defined in California Penal Code Sections 667.5 and subdivision (c) 1192.7;
- Submit fingerprints to the Department of Justice via Live Scan;
- Provide a Voluntary disclosure form and criminal history record;
- Complete and submit an MRCA Health form as required by Section 30750 of the H&SC;
- Wear MRCA uniform, when appropriate.

**Experience:**

A bachelor degree from an accredited college or university in Camp Administration, Recreation and Leisure Studies with course work in the natural sciences or natural resource protection or interpretation, Natural Resource Management, Environmental Science, Biological Sciences, Youth Development, Education, or related field, and at least 3 years of experience in camp administration.

**Required Hours:**

40 hours per week, varying days, nighttime and weekend hours, and occasional overtime work upon prior approval by supervisors. Primary office location is King Gillette Ranch 26800 Mulholland Hwy, Calabasas, 91302. Satellite offices are located at Temescal Gateway Park 15601 Sunset Blvd, Pacific Palisades, CA 90272 and Franklin Canyon Park 2600 Franklin Canyon Drive, Beverly Hills, CA 90210. The start date depends on the selection process and candidate availability. Applicants need to consider the multiple site locations prior to applying.

**Compensation:**

Successful applicant will be hired as Coordinator of Education Programs, step 2. The hourly rate for this title is \$18.51 per hour, plus paid holidays, vacation, sick leave, health insurance, and CalPERS retirement.

**How to Apply:**

Submit a letter of interest, resume, and the names of at least three references by: 9:00am on Monday, October 17, 2011.

Interviews will be scheduled shortly thereafter at MRCA offices in Calabasas.

**SUBMIT RESUME ELECTRONICALLY:**

Letter of interest, resume, and the names of at least three references should be submitted electronically in **MS Word or PDF format** to [jamie.cabral@mrca.ca.gov](mailto:jamie.cabral@mrca.ca.gov) with "Coordinator of Education Programs" in the subject field.

The Mountains Recreation and Conservation Authority (MRCA) was created in 1985 with a mission to protect and preserve park and open space lands surrounding Los Angeles and is a joint powers authority between the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. These public agencies work together to preserve the open spaces, natural wilderness and wildlife habitat of the Los Angeles and Ventura County metropolitan regions and to make these lands accessible to all residents of Southern California. This position is within the Division of Interpretation, which is responsible for visitor service information and distribution, development and delivery of interpretive materials, development and delivery of interpretive and education programs for the public, volunteer services, Outdoor Education Camps at two locations, the Recreational Transit Program and our Quarterly Newsletter.

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