



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

Instructional Programs Assistant, Grants and Volunteer Services

**Class Code: 1443
Work Days: 225**

GENERAL PURPOSE

Develop and facilitate Inside the Outdoors (ITO) service-learning and volunteer programs; serve as a resource to ITO for grant writing for ITO Outdoor Education Programs; and provide responsible support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work 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. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 1. Research funding opportunities and available grants to support programs for students in OCDE ITO Programs.
 2. Assist in the grant writing process; review recent research and trends to support the development of competitive proposals; and support the evaluation of grant activities.
 3. Plan and support service-learning and volunteer programs.
 4. Plan and facilitate meetings with community partners and ITO staff.
 5. Develop and prepare materials for staff participating in service learning and volunteer programs.
 6. Recruit and train volunteers.
 7. Establish and maintain an effective working relationship with community organizations, businesses, and related groups.
 8. Assess needs and priorities at different ITO programs and develop a plan of action to meet identified development needs.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

9. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
10. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
11. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing service learning and volunteer programs to ITO; prepare work schedules for appropriate staff.
12. Create and execute plans to take advantage of specific funding opportunities.
13. Participate in a variety of meetings, training sessions, and seminars as required.
14. Plan and volunteer and donor focus groups.
15. Set up and disassemble for volunteer and service-learning activities, school meetings, and other events.
16. Manage other special projects related to grant fundraising.
17. Demonstrate attendance sufficient to complete the duties of the position as required.
18. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Recent developments, current literature, and sources of information related to students.
2. Principles of effective supervision, leadership, training, coaching and performance evaluation.
3. Community-based organizations and public and private educational agencies and other organizations that support outdoor education programs.
4. Recent research findings and trends related to outdoor and STEM (Science, Technology, Engineering, and Math) education.
5. Grant writing procedures, processes, and strategies.
6. Community organizations and sources for potential program volunteers and committee members.

Ability and Skill to:

1. Plan, direct, and coordinate various programs.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate technical and clerical employees; effectively delegate authority and responsibility.
3. Elicit community and organizational support for program.
4. Develop reporting procedures to document, evaluate, and make recommendations regarding the effectiveness of the program.
5. Establish and maintain effective working relationships with various constituencies.

Ability and Skill to (cont.)

6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in communications, marketing, business, non-profit management, or related field, and two years of responsible experience in grant writing and coordination of youth development programs, recreation, or school-based programs.

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 moderately paced with moderate to high pressure.

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