
EDUCATIONAL AIDE

DEFINITION

Under general supervision, provides a variety of responsible support activities to the Authority environmental education and volunteer programs. Including word processing, data entry and organization, record keeping, document preparation, and filing; staffs volunteer and educational events; provides information and assistance to the general public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the respective program managers. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an entry-level support classification. Under general direction assists with the planning, development, coordination, and implementation of interpretive and volunteer programs, events, and services.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.

- Performs a wide variety of administrative duties to support Authority educational and volunteer operations, including filing, preparing mailings, creating documents, and ordering and maintaining of program related supplies.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Composes, types, formats, and proofreads a variety of documents; checks drafts for punctuation, spelling, and grammar.
- Compiles information and data for reports and special projects; assists in assembling reports, manuals, announcements, and other informational materials.
- Maintains and updates record systems; follows filing protocols; enters, updates, and files information; retrieves information from computer application systems as required.
- Maintains events calendars; arranges for necessary set-up and materials to be available at events.
- Assists in preparing, processing, and tracking purchase requisitions for program related services and materials.
- Plans, prepares, markets, and presents public programs to a variety of audiences.
- Assists with recruiting, training, and leading of volunteers and/or docents and works along with volunteers/docents assigned to help with Authority public programs.
- Performs other duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Modern office practices, methods, and computer equipment and applications, including word processing and spreadsheet applications.
- General knowledge of natural science and/or cultural history.
- Principles and practices of excellent customer service.
- Spelling, vocabulary, grammar, and punctuation.

Ability to:

- Perform responsible support work with accuracy, speed, and minimal supervision.
- Learn and understand the organization and operation of the Authority as necessary to assume assigned responsibilities.
- Present educational material on natural science and/or cultural history to a variety of audiences.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word processing and spreadsheet application programs.
- Organize own work, set priorities, and meet critical time deadlines
- Communicate effectively in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth-grade and college level coursework in natural science, cultural history, or other related field.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect open space properties, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle, and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field classification and standing in and walking between work areas and development sites is required. Finger dexterity is needed to access, enter, and retrieve data using a

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computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and poison oak. May involve exposure to wild and/or dangerous animals. Employees may interact with staff and/or public and private representatives on sensitive matters and in interpreting and enforcing Authority policies and procedures.

EFFECTIVE: September 20, 2019

REVISED: N/A

FLSA: Non-Exempt