

Outdoor School Program

WORK GROUP VOLUNTEER POSITION DESCRIPTION

Roles & Responsibilities

Authority & Role:

The role of the Outdoor School (ODS) Work Groups (WG) is to identify needs and interests of stakeholders, resources that reflect best practice and criteria set by the OSU Extension Director, assist in the development of resources, and, as needed, develop materials and resources. WG will work closely with a member the Outdoor School Advisory Committee (AC) who serves as a liaison, ensuring a communication between the WG, the AC, and the OSU ODS Program Leader.

Work Groups:

- Outdoor School Sites
- Curriculum
- Research, Evaluation and Assessment
- On-site Activities & Programming (outside of curricular field sessions)
- Professional Development (for teachers, ODS providers, and staff)
- Thinking Forward: Planning for Program Innovation, Creativity, and Evolution

General Responsibilities for Work Groups

- Review ODS legislation and the responsibilities of the WG
- Identify and prioritize tasks and projects
- Assess current related practices and resources in and outside of Oregon
- Identify current models, and/or develop guiding documents based on best practices in the field
- Review current knowledge and identify issues that need addressing
- Solicit input from stakeholders around the state
- Work with AC to ensure communication and posting of program resources through website and social media
- Communicate progress and pass on recommendations to the AC
- Utilize a diversity, equity and inclusion lens and provide recommendations to the AC on strategies for strengthening diversity, equity and inclusion in the development and implementation of the Outdoor School Program

Responsibilities of Specific Work Groups

Camp Facilities:

- Identify needs, challenges and issues of camps engaged in ODS programming
- Research existing resources and literature to assist camps
- Identify existing camp standards, or best practices. If needed, develop a matrix of camp standards as a resource and a guiding document for camps
- Ensure resources are posted and communicated to camps
- Engage camp staff, schools and ODS providers in providing input, review and feedback on guiding documents

- Provide guidance on how camp facilities can address and promote diversity, equity and inclusion

Curriculum:

- Review ORS 327.390 requirements of curriculum and outcomes
- Work with AC on ODS curriculum framework providing suggestions, review and feedback
- Identify best practices in curriculum design and implementation
- Provide recommendations on curriculum framework which focuses on Oregon’s natural resources, is aligned to state standards, and addresses applicable science, technology, engineering & math (STEM) and Oregon Environmental Literacy Plan (OELP) concepts
- Create guiding documents to assist school districts, Educational Service Districts (ESD), ODS providers, in finding, revising or developing curriculum that meets the ODS curriculum framework and best practices. This includes rubrics, templates, examples, etc
- Research existing ODS curriculum for examples that meet framework and reflect best practices.
- Assist in the review and revision of curriculum as requested by OSU ODS staff
- Use diversity, equity and inclusion lens in all aspects of the curriculum work

Research, Evaluation and Assessment:

- Review the ORS 327.390 stated outcomes
- Engage with ODS providers and school districts to review current measurements
- Work with OELP ODS Common Measures Project group and STEM Hubs to review evaluation and assessment that is currently being developed
- Determine measures needed to address outcomes and methods for collecting information.
- Collaborate with Curriculum WG to build student and teacher assessments into curriculum.
- Engage with OSU ODS staff to determine resources available for design of evaluations and assessment, and to determine if there are OSU Institutional Review Board (IRB) requirements.
- Solicit input and feedback from school districts on any elements related to student data that might be needed for report, such as student test scores
- Work with AC to determine recommendations for including evaluation and assessment as a requirement for application or reporting
- Develop standardized reporting format
- Use diversity, equity and inclusion lens in all aspects of the research, evaluation and assessment work

On-site Activities & Programming (outside of curricular field sessions):

- Survey camps, ODS program providers, outdoor education camps and programs, to identify the types of activities and programming that take place and their contribution to student development
- Provide guidance on incorporating positive youth development practices in all aspects of the camp experience
- Identify existing resources that can guide schools, ODS providers and camps in their creation and preparation an outdoor school program
- Develop resources as needed

- Use diversity, equity and inclusion lens in to identify opportunities for strengthening ODS program

Professional Development (for teachers, ODS providers, and staff):

- Identify the ODS users (teachers, ODS provides, and ODS staff) that would benefit from professional development (PD).
- Examine the question: What are the knowledge, skills, and abilities that user groups (teachers, ODS provides, and ODS staff) need in order to provide students with a high quality outdoor learning experiences?
- Examine existing resources and documents related to professional development of outdoor education
- Determine current PD offerings available to each user group.
- Identify potential systems for providing PD to user groups; such as universities, colleges, ESDs, and non-profits
- Ensures that PD opportunities are communicated
- Use diversity, equity and inclusion lens to strengthen resources, guidance and opportunities to teachers, instructors, camp staff, high school staff and others

Thinking Forward: Planning for Program Innovation, Creativity, and Evolution:

- Collect and evaluate ideas and suggestions for the ODS Program, from AC, WG and stakeholders
- Determine process for bringing new ideas or next task into the program
- Track progress of ODS program development to ensure inclusion of new ideas
- Consider the question: What do we want ODS to look like in 5 years, 10 years, and 20 years? What do we need to put in place to reach those visions?
- Engage stakeholders in visioning ODS for the future.
- Use diversity, equity and inclusion lens in to identify opportunities for strengthening ODS program throughout its development and into the future

Reporting

The WG Chairs will communicate to the AC , which in turn reports to the OSU Extension Director. All materials, information, and recommendations will be reviewed and incorporated into AC recommendations before being forwarded to the OSU Extension Director.

Structure

Size: 5-10 members per Working Group

Representation:

The OSU Extension Service Director is responsible for convening an Advisory Committee. This will be accomplished through an open application process. Applications will be reviewed by a committee convened by the Director, with final selection made by the OSU Extension Service Director.

Geographic and demographic representation will be satisfied by the combined membership of all WG members. Members shall represent the following:

Standing Group Members

- Designated AC member.

Term Group Members will be made up of individuals who have experience and expertise related to the WG content for which they are applying (i.e. curriculum, assessment, facilities, etc.) as well as represent one or more of the following areas:

- K-12 education (5th and/or 6th grade teacher, school specialist, or administrator)
- The environmental and natural resource communities
- OSU Faculty with ODS responsibilities or experience in the content area of WG.
- Members “at large”. (i.e. parent, public official, business community, students of special needs, other institutes of higher education)

Note: Term members will be sought who fulfill more than one designated representation. At least half of the members on each WG should have significant expertise in the content area of the WG for which they are applying.

Membership

Selection:

Members will be solicited through an open application process. Nominations will also be accepted; send the nominee’s name, e-mail, address and phone to outdoorschool@oregonstate.edu at least 2 weeks prior to the application deadline. This is to ensure that the individual nominated has adequate time to receive and complete the application. The following application information can be found at

<http://oelp.oregonstate.edu/outdoorschool>:

- OSU Extension Service Director’s Letter of Solicitation.
- Advisory Committee Position Description.
- Work Groups Position Description.
- Advisory Committee and Work Group Application

Applicants will receive notification of receipt of the application and a request for demographic information. This is an optional and anonymous form used to ensure diverse demographics within the recruitment pool. The demographic information will not be used in the selection process.

Timeline for applications

Call for applications/nominations	Mid-February
Deadline for applications	Mid-March
Notification to applicants	Late March
First WG meetings	To Be Determined

Terms of Service:

To allow for both continuity and change, a rotational three-year term of membership will be established. To establish the rotation, members will self-identify, or draw lots when the WG is first formed, for a one-, two-, or three-year term with one-third of the committee in each. Members can request to be re-appointed. New members are appointed for three years as terms expire.

Support from individuals organization, agency, or association for time, travel and associated costs for meetings. Every effort will be made to provide support for travel for those whose organizations cannot support travel.

Time Commitment:

It is expected that in the first two years of the WG activities, service on the WG will require approximately of 16 volunteer hours per month. This will include in-person meetings, phone conferences and individual work.

Expectation of Service:

WG members will be expected to meet the following:

- Attend meetings in-person and/or remotely through phone conferences.
- Complete tasks and adhere to timelines.
- Communicate with AC chair about progress on tasks, timelines, or needs.
- Communicate with stakeholders to provide information and solicit feedback.

Preferred Qualifications

Ability to consider multiple needs, interests and perspectives.

Experience with outreach and engagement with a diversity of stakeholders.

Knowledge and experience working with under-served & under-represented, populations.

Experience with ODS.

Ability to work collaboratively and complete commitments in timely manner.

Experience in planning, administration, implementation and/or evaluation.

Commitment to diversity, equity, and inclusion.

Operations

Meetings:

Schedule:

Quarterly in-person meetings

Location:

Meetings to be held in centralized locations with access to phone conference and/or video conferencing, and access via the internet. Consideration should also be given to invited “guest experts” who might be attending for part of the meeting.

Procedures:

Meetings will be conducted in a way that allows for maximum participation and contributions for accomplishing established WG priorities and outcomes. Meetings will include:

- Pre-meeting input on meeting outcomes, objectives and agenda
- Agenda for meeting outcomes and objectives
- Established “rules of engagement”
- Group process based on collaboration through dialogue and deliberation with primary goal to reach agreement on recommendations to be forwarded to the AC. When agreement cannot be reached, the committee may forward multiple recommendations.
- Record of meeting discussions, agreements, decisions, and tasks
- Review of timelines, accomplishments and next steps
- Communicates to AC

Meeting Roles/Positions:

An ODS AC member will serve as a liaison with each WG. Their role is to ensure on-going communication, feedback and reporting to the ODS Advisory Committee and OSU ODS Program Leader.

The WG Chair prepares meeting agendas and assists with the details of the meeting; presides at meetings; keeps WG efforts focused and all members involved in tasks; arranges for the presentation of background information and reports to the committee; submits recommendations of the WG to AC liaison; communicates with other WG Chairs; and, provides follow-up on recommendations or actions. The WG Chair works closely with the ODS AC liaison to ensure clear communication about progress.

Each WG shall appoint a WG Secretary who will record meeting minutes documenting tasks, action items, recommendations and decisions during the meeting; sends meeting record for review; finalizes and distributes.

Non-discrimination Statement

Oregon State University Extension Service prohibits discrimination in all its programs, services, activities, and materials on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, genetic information, veteran’s status, reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)