



Assistant Environmental Education Instructor (age 4-5)

- I. Requirements
The Assistant Environmental Education Instructor must:
 - A. Have prior experience in environmental education, teaching, child care or other related field.
 - B. Have a valid certification in Adult and Child CPR and First Aid.
 - C. Have a valid driver's license and a clean driving record.
 - D. Be 16 years or over.
- II. Program
Duties Include:
 - A. Maintaining the standards of the American Camping Association.
 - B. Working toward accomplishing the mission and goals of Trailside Discovery Camp and The Alaska Center for the Environment.
 - C. Working with the Lead Environmental Education Instructor, EE Team Leader, Program Manager, and Camp Director to provide high quality education experiences to all Trailside Discovery Camp participants.
 - D. Preparing lesson plans and implementing environmental education programs and activities as needed.
 - E. Supervising participants and ensuring the safety of all staff and campers.
- III. Child Care
Duties Include:
 - A. Recognizing and appropriately responding to hazards and emergencies.
 - B. Maintaining ACA standards for instructor to camper ratios.
 - C. Encouraging the personal and social development of children.
 - D. Observing children and reporting all accidents, significant illnesses, and/or signs of physical, emotional, or sexual abuse to the Camp Director.
 - E. Participating in pre/after care as needed.
- IV. Records
Maintain accurate records:
 - A. Protect the confidentiality of the participant's records.
- V. Supervision and Support
The Assistant Instructor reports to the Lead Instructor.
- VI. Attendance
The Assistant Instructor must:
 - A. Attend staff training.

- B. Attend all staff meetings.
- C. Complete the entire length of the summer as agreed upon in his/her contract.

VII. Miscellaneous

The Assistant Instructor must be willing and prepared to assume other appropriate duties as assigned by the Lead EE Instructor, EE Team Leader, Program Manager, Day Camp Manager or Camp Director.

Assistant Environmental Education Instructor
Essential Functions

It is essential that the staff member:

- Begin day promptly at 8:30 am and end day after all children are checked into after care at 4:15 pm ish.
- Remain with assigned group at all times, 8:45 am – 4:15 pm, i.e. during snack & lunch breaks and all activities during the camp day.
- Assist campers in an emergency (fire, evacuation, illness, injury).
- Communicate effectively with campers, parents, staff, team leader's program manager, and camp director.
- Provide support to the lead environmental education Instructor.
- Supervise loading and unloading of camp vans.
- Possess strength and endurance required to maintain constant supervision of campers.
- Appropriately respond to environmental, wildlife and other natural hazards.
- Must be actively part of group & supervising children at all times including lunch, snack, ceremonies, etc.
- Attend mandatory staff meeting on Friday morning at 7:30 am and all other scheduled meetings throughout the summer.
- Sing songs and participate in ceremonies and TDC radio.
- Children will never be left alone or unattended at any time – including bathroom breaks, running back inside to complete a mission etc.