



## Lead Environmental Education Instructor (age 4-5)

### I. Requirements

*The Lead 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 18 years or over.

### II. Program

*Duties Include:*

- A. Planning and delivering environmental education programs and activities catered towards ages 4-5.
- B. Maintaining the standards of the American Camping Association.
- C. Working toward accomplishing the mission and goals of Trailside Discovery Camp and The Alaska Center for the Environment.
- D. Working with the Assistant Environmental Education Instructor, EE Team Leader, Program Manager, Day Camp Director to provide high quality education experiences to all Trailside Discovery Camp participants.
- E. Preparing lesson plans and implementing environmental education programs and activities.
- F. Supervising participants and ensuring the safety of all staff and campers.
- G. Transporting participants to areas of activity.
- H. Coordinating with the EE Team Leader, Day Camp Manager, Program Manager, and Camp Director for the implementation of logistical plans, and transportation schedules.
- I. Keeping the curriculum binders and program bins in tact and well organized.

### 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. Update health and attendance records on a daily basis.
- B. Protect the confidentiality of the participant's records.
- C. Submit Lesson plans as required.

- V. Supervision and Support  
*The Lead Instructor reports to the EE Team Leader.*
- VI. Attendance  
*The Lead Instructor must:*
- A. Attend staff training.
  - B. Attend all staff meetings - Mandatory
  - C. Complete the entire length of the summer as agreed upon in his/her contract.
- VII. Miscellaneous  
*The Lead Instructor must be willing and prepared to assume other appropriate duties as assigned by the Team Leader, Program Manager, Day Camp Manager, or Camp Director.*

Lead 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.
- Work with a diverse clientele from the Anchorage community.
- Provide support to the assistant environmental education Instructor who is assigned to your group.
- 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 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.