



Lead Environmental Education Instructor - SCF

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. 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 Assistant Environmental Education Instructor, SCF Manager, to provide high quality education experiences to all Trailside Discovery Camp participants.
- D. Preparing lesson plans and implementing environmental education programs and activities.
- E. Supervising participants and ensuring the safety of all staff and campers.
- F. Transporting participants to areas of activity.
- G. Coordinating with the SCF Manager for the implementation of logistical plans, and transportation schedules.
- H. 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 , SCF Manager.
- 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 SCF Manager.
- 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 SCF Manager, TDC 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.
- Children will never be left alone or unattended at any time – including bathroom breaks, running back inside to complete a mission etc.