



Substitute - Assistant Environmental Education Instructor

- I. Requirements
The Substitute 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 Camp 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, 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 Substitute Assistant Instructor reports to the Lead Instructor.

- VI. Attendance
The Assistant Instructor must:
 - A. Willing to work 40- 60 hours per week.
 - B. Attend staff training.

- C. Attend all staff meetings.
- D. Must complete the entire length of the summer as agreed upon in his/her contract to receive bonus at the end of the season.

VII. Miscellaneous

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

Substitute Assistant Environmental Education Instructor
Essential Functions

It is essential that the staff member be able to:

- Teach one class each day.
- Lead one nature game each day.
- Assist campers in an emergency (fire, evacuation, illness, injury).
- Communicate effectively with campers, parents, staff, program manager, and Camp Director.
- Provide support to the Lead Environmental Education Instructor who is assigned to your group.
- Possess strength and endurance required to maintain constant supervision of campers.
- Appropriately respond to environmental and other hazards.
- Participate in group activities.