

Assistant Wilderness Trips Guide/High Adventure Instructor

- I. Requirements  
*The Assistant Guide must:*
  - A. Have prior experience in environmental or adventure education, teaching, child care or other related field.
  - B. Have prior experience leading multi-day wilderness trips.
  - C. Have a current advanced first aid and CPR certification.
  - D. Have a valid driver's license and a clean driving record.
  - E. 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 Lead Guide, Trips Manager, and Camp Director to provide high quality adventure education experiences to all Trailside Discovery Camp participants.
  - D. Preparing lesson plans and implementing environmental and adventure education programs and activities as needed.
  - E. Supervising participants and ensuring the safety of all staff and campers.
  - F. Transporting participants to areas of activity.
  - G. Supervising the use and care of all Trailside outdoor equipment.
  - H. Assist in preparing and rationing the food for overnight trips.
  
- 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.
  
- IV. Records  
*Maintain accurate records:*
  - A. Protect the confidentiality of the participant's records.
  - B. Fill out all required paperwork as required by the Trips Manager.
  
- V. Supervision and Support  
*The Assistant Guide reports to the Lead Guide.*

VI. Attendance

*The Assistant Guide must:*

- A. Willing to work 40- 60 hours per week...
- B. Attend staff training.
- C. Attend all trip staff meetings.
- D. Complete the entire length of the summer as agreed upon in his/her contract.
- E. Be prepared to participate in multi-day trips as needed.

VII. Miscellaneous

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

Assistant Guide  
Essential Functions

It is essential that the staff member be able to:

- Lead one skill activity per day
- Lead one nature game per day
- Assist campers in an emergency (fire, evacuation, illness, injury).
- Communicate effectively with campers, parents, staff, Trips Manager, and Camp Director.
- Provide support to the Lead Trip Guide 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 and other hazards.
- Lead and participate in group activities.
- Maintain accurate records.