Lead Wilderness Trips Guide/High Adventure Instructor

I. Requirements

The Lead Guide must:
A. Have prior experience in environmental or adventure education, teaching, childcare or other related field.
B. Have prior experience leading multi-day wilderness trips.
C. Have a current Wilderness First Responder or other advanced first aid certification.
D. Have a current watercraft safety certification.
E. Have a valid driver’s license and a clean driving record.
F. Be 21 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 Assistant Guide, Assistant Trips Manager, 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.
E. Supervising participants and ensuring the safety of all staff and campers.
F. Transporting participants to areas of activity.
G. Coordinating with the Assistant Trips Manager, Trips Manager and Camp Director for the implementation of logistical plans and transportation schedules.
H. Supervising the use and care of all Trailside outdoor equipment.
I. 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. Update health and attendance records on a daily basis.
B. Protect the confidentiality of the participant’s records.
C. Fill out all required paperwork as required by the Trips Manager.

V. Supervision and Support
*The Lead Guide reports to the Trips Manager.*

VI. Attendance
*The Lead Guide must:*
A. Attend staff training.
B. Attend all trip staff meetings.
C. Complete the entire length of the summer as agreed upon in his/her contract.
D. Be prepared to participate in multi-day trips as needed.

VII. Miscellaneous
*The Lead Guide must be willing and prepared to assume other appropriate duties as assigned by the Trips Manager or Camp Director.*

**Lead Guide**

**Essential Functions**

It is essential that the staff member:
- Provide support to the Assistant Trip Guide who is assigned to your group.
- Coordinate logistics required for the trip - i.e. travel plan, food, equipment etc.
- 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 while in camp, 8:45 am – 4:15 pm, i.e. during snack & lunch breaks and all activities during the camp day.
- Remain with campers at all time while out on camping trip.
- Assist campers in an emergency (fire, evacuation, illness, injury).
- Communicate effectively with campers, parents, staff, trips manager, team leader’s program manager, and camp director.
- Provide support to the assistant 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, wildlife and other natural hazards.
- Must be actively part of group & supervising children at all times including out on trail, lunch, snack, ceremonies, etc.
- Attend mandatory staff meeting on Monday at 4:15 pm 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 out on wilderness trips, bathroom breaks, running back inside to complete a mission etc.