

Staff Employment Agreement 2018

This agreement is between the Trailside Discovery Program and: _____
(Print Full Staff Name)

To fulfill the duties of the following position and dates: This position is not exempt from overtime.

- A. The employee agrees to attend staff training from May 21st-25th from 9:00 A.M to 5:00 P.M. The employee will provide his or her own lunch.
- B. The employee agrees to report for work with first aid and adult, child & infant CPR certification. For any programs that involve overnight camping, you must have Alaska Remote First Aid & CPR or Wilderness First Responder & CPR or equivalent prior to the beginning of the programs. Any programs involved in watercraft must have Instructor rating, lifeguard certification or other acceptable certification or license.
- C. Programs and staff positions are largely funded by tuition dollars. In the event that revenues do not meet projection, Trailside Discovery reserves the right to adjust staffing patterns, which may include the elimination of a program or position described in this agreement. Trailside Discovery will attempt to provide one week notice should adjustments be necessary.
- D. In the event that termination of this agreement by the employee becomes necessary, two week written or verbal notice is required. Salary payments will be pro-rated to the date of the actual termination.
- E. The employee will present all documents as required by the Director, and the American Camp Association. The employee agrees to submit all paperwork, including lesson plans, incident reports, and trip reports as required by the Director, Program Manager/s, and Trips Manager.
- F. The employee understands that no alcohol or recreational drugs are permitted on site or while assisting youth groups. If evidence is found, the employee is subject to immediate dismissal.
- G. During day programs or on trips involving overnights, the employee understands that he or she must remain with the group at all times. Pay will be an extra \$35/night for Lead Instructors and \$25/night Assistant Instructor.
- H. The employee agrees to participate in pre or after care supervision as needed

I. The employee understands that staff meetings are mandatory, and agrees to attend all scheduled meetings.

J. The Employee agrees not to use their cell phone during normal business hours unless approved by the TDC Director.

Employee's signature: _____

Date: _____

Trailside Discover Director's signature: _____

Date: _____