

Program Manager (age 4-5)

I. Requirements

The Program Manager must:

- A. Have prior experience in environmental education, teaching, child care or other related field; Undergraduate degree in Education or Sciences preferred.
- 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 21 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 Camp Director to provide high quality education experiences to all Trailside Discovery Camp participants.
- D. Facilitating opening and closing ceremonies, and lunchtime presentation (TDC radio).
- E. Overseeing the general day-to-day operations of Trailside Discovery Camp.
- F. Supervising participants and staff and ensuring the safety of all staff and campers.
- G. Planning and implementing staff training.
- H. Conducting middle and end of season staff evaluations.
- I. Planning and moderating all staff meetings.
- J. Coordinating with the Trips Manager and Camp Director for the implementation of logistical plans and transportation schedules.
- K. Setting up field trips and guest speakers.
- L. Maintaining, and overseeing the use of supplies and program equipment.
- M. Coordinating and supervising volunteers.

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. Working with staff to provide appropriate behavior modification to campers.
- E. Moderating concerns between campers, parents and staff.

