Substitute - Instructor

I. Requirements

*The Substitute 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 Instructor reports to the Lead Instructor.*

VI. Attendance

*The Substitute Instructor must:*