

## 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:*





