

Position Summary:

As a Trailside fall instructor, you will be responsible for organizing games, leading crafts, outdoor activities, and being homework support. Due to COVID-19 health mandates, all staff and campers are required to wear masks during outdoor activities and complete a health screening each day. As a TDC Instructor, you act as a positive role model for campers who are unable to receive the social interaction and physical activity that comes with school in-person classes, sports, and activities. It is up to you to create a fun, safe, and supportive outdoor experience inclusive to all. Commitment is at least 6 hours a week, with lots of opportunity for more - September 1 to October 18. Programming will take place in the afternoons at different locations around Anchorage. We are flexible with online classes/other jobs/family requirements. All TDC staff must be CPR certified (course offerings can be available).

Pay is \$12.50-\$15 DOE.

Trailside Instructor (age 4-7)

I. Requirements

The 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 or be willing to attain it prior to the start of Fall Camp. Wilderness first aid preferred.
- C. Reliable transportation to and from work.
- D. Be 16 years or over. Drivers must be over 21 with Valid drivers license and clean driving record.
- E. Be willing to and follow all protocols outlined in TDC COVID-19 Mitigation Plan.

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.

- C. Working with the Lead Environmental Education Instructor, EE Team Leader, 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. Running activities and lesson curriculum
- F. Communicating with parents through group chat
- G. Communicating with management about concerns
- H. Youth behaviour management
- I. Ensuring all supplies, toys, and classrooms are clean and sanitized
- J. Ensuring appropriate and realistic physical distancing
- K. Overseeing appropriate youth hygiene practices

IV. **Records**

Maintain accurate records:

- A. Protect the confidentiality of the participant's records.
- B. Filling out timesheets and Health screenings and other paperwork accurately and efficiently.

V. **Supervision and Support**

The Instructor will report directly to the Fall Program Director.

VI. **Attendance**

The Instructor must:

- A. Complete health screening prior to the start of shift.
- B. Wear a face mask at all times, unless eating or drinking.
- C. Attend all training sessions
- D. Attend all staff meetings

VII. Miscellaneous

The Instructor must be willing and prepared to assume other appropriate duties as assigned by the Fall Program Director/ Camp Director.

Environmental Education Instructor Essential Functions

It is essential that the staff member:

- Arrive promptly for assigned shift and remain present for its entirety
- Remain with assigned group at all times, i.e. during snack and all activities during the fall camp hours.
- Assist campers in following TDC COVID -19 mitigation plan protocols including wearing face coverings, frequent hand sanitization and social distancing.
- Assist campers in an emergency (fire, evacuation, illness, injury).
- Communicate effectively with campers, parents, staff, team leaders, Program Director and Camp Director.
- Provide support to the Fall Program Director.
- Supervise loading and unloading of camp vans when needed.
- 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 a group & supervise children at all times including snacktime, ceremonies, drop off and pick up etc.
- Attend mandatory staff meetings and all other scheduled meetings throughout the fall.
- Sing songs and participate in ceremonies and TDC radio.
- Children will never be left alone or unattended at any time – including bathroom breaks, running back inside to complete a mission etc.

Pay is \$12.50-\$15 DOE