

High Adventure Instructor

Trailside is seeking energetic, hardworking, and enthusiastic individuals to join our team for Summer 2021! As a High Adventure Instructor you will work with campers ages 8-14 on the following: kayaking, canoeing, biking, stand up paddle boarding, camping and survival skills, teamwork, and leadership skills. High Adventure Instructors will also be responsible for creating engaging and educational lesson plans each week that reflect the themes of environmental conservation and outdoor education. Trailside will also be running four overnight trips for ages 10+ that include backpacking and sea kayaking. Trips guides will be chosen from the pool of HA applicants based on wilderness experience and skills- no separate application is required.

I. Requirements

- A. Experience working with kids ages 8-14 in a professional setting
- B. CPR or other advanced first aid certification (TDC course offered)
- C. Knowledge of Alaskan trails and recreation sites
- D. Proficiency or advanced skills in kayaking, canoeing, biking, camp skills, and hiking/navigation.

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 Assistant Guide, Assistant Trips Manager, Trips Manager, and Camp Director to provide high quality adventure education experiences to all Trailside Discovery Camp participants.
- D. Preparing lesson plans and implementing environmental and adventure education programs and activities.
- E. Supervising participants and ensuring the safety of all staff and campers.
- F. Transporting participants to areas of activity.
- G. Coordinating with the fellow High Adventure Instructors, the Program Manager and Camp Director for the implementation of logistical plans and transportation schedules.
- H. Supervising the use and care of all Trailside outdoor equipment.
- I. Preparing and rationing the food for overnight trips.

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.

IV. Records

Maintain accurate records:

- A. Update health and attendance records on a daily basis.
- B. Protect the confidentiality of the participant's records.
- C. Fill out all required paperwork as required by the Program Manager.

V. Supervision and Support

High Adventure Instructors report to the Program Manager

VI. Attendance

- A. Attend staff training.
- B. Attend all staff meetings.
- C. Complete the entire length of the summer as agreed upon in his/her contract.
- D. Be prepared to participate in multi-day trips as needed.

VII. Miscellaneous

High Adventure Instructors must be willing and prepared to assume other appropriate duties as assigned by the Trips Manager or Camp Director.

Trip Guide Requirements

I Requirements

- A. Have prior experience in environmental or adventure education, teaching, child care or other related field.
- B. Have prior experience leading multi-day wilderness trips.
- C. Have a current Wilderness First Responder or other advanced first aid certification.
- D. Have a current watercraft safety certification.
- E. Have a valid driver's license and a clean driving record.
- F. Be 21 years or over.

Staff Essential Functions

It is essential that the staff member:

- Provide support to the Assistant Trip Guide who is assigned to your group.
- Coordinate logistics required for the trip - i.e. travel plan, food, equipment etc.
- Begin day promptly at 8:30 am and end day after all children are checked into after care at 4:15 pm ish.
- Remain with assigned group at all times while in camp, 8:45 am – 4:15 pm, i.e. during snack & lunch breaks and all activities during the camp day.
- Remain with campers at all times while out on a camping trip.
- Assist campers in an emergency (fire, evacuation, illness, injury).
- Communicate effectively with campers, parents, staff, trips manager, team leader's program manager, and camp director.
- Provide support to the assistant trip guide who is assigned to your group.
- Supervise loading and unloading of camp vans.

- 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 group & supervising children at all times including out on trail, lunch, snack, ceremonies, etc.
- Attend mandatory staff meetings on Monday at 4:15 pm and all other scheduled meetings throughout the summer.
- Sing songs and participate in ceremonies and TDC radio.
- Children will never be left alone or unattended at any time – including out on wilderness trips, bathroom breaks, running back inside to complete a mission etc.

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Pay is \$12-15 an hour, DO.