

Trailside Instructor

Position Summary:

As a Trailside instructor, you will be responsible for organizing games, leading crafts, outdoor activities, and homework support. Due to COVID-19 health mandates, all staff and campers must 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 cannot 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. We are flexible with online classes/other jobs/family requirements. All TDC staff must be CPR certified (course offerings can be available).

Pay is \$12.00-\$15 DOE.

1. Requirements

The Instructor must:

1. Have prior experience in environmental education, teaching, child care, or other related fields.
2. Have a valid certification in Adult and Child CPR and First Aid or be willing to attain it before the start of Fall Camp. Wilderness first aid preferred.
3. Must have reliable transportation to and from work.
4. Be 16 years or over. Drivers must be over 21 with a valid driver's license and a clean driving record.
5. Be willing to and follow all protocols outlined in TDC COVID-19 Mitigation Plan.

II. Program

Duties Include:

1. Maintaining the standards of the American Camping Association.
2. Working toward accomplishing the mission and goals of Trailside Discovery Camp and The Alaska Center.
3. Working with the Lead Environmental Education Instructor, EE Team Leader, Program Manager, and Camp Director to provide high-quality educational experiences to all Trailside Discovery Camp participants.
4. Preparing lesson plans and implementing environmental education programs and activities as needed.
5. Supervising participants and ensuring the safety of all staff and campers.

III. Child Care

Duties Include:

1. Recognizing and appropriately responding to hazards and emergencies.
2. Maintaining ACA standards for Instructor to camper ratios.
3. Encouraging the personal and social development of children.
4. Observing children and reporting all accidents, significant illnesses, and/or signs of physical, emotional, or sexual abuse to the Camp Director.
5. Running activities and lesson curriculum
6. Communicating with parents through group chat
7. Communicating with management about concerns
8. Youth behavior management
9. Ensuring all supplies, toys, and classrooms are clean and sanitized
10. Ensuring appropriate and realistic physical distancing
11. Overseeing appropriate youth hygiene practices

IV. Records

Maintain accurate records:

1. Protect the confidentiality of the participant's records.
2. 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:

1. Complete health screening before the start of a shift.
2. Wear a face mask at all times, unless eating or drinking.
3. Attend all training sessions
4. 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 snacks 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 snack time, 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 \$12.00-\$15 DOE.