



## **Trailside Discovery Camp Summer Instructor Job Description**

Trailside Discovery Camp is an award winning 12-week summer camp for local Alaskans ages 4-14 that offers environmental education and high adventure day programs as well as overnight trips that take campers into Alaska's wilderness. Instructors lead groups of campers in environmental education or high adventure topics related to weekly themes. Instructors are responsible for running lessons, activities, and games for their campers while maintaining a safe and inclusive environment for all.

### **Qualifications:**

- Available for the duration of our summer season, 5/15/2023 - 8/11/2023
- Be at least 18 years old
- Previous experience working with kids in a formal or informal setting
- Current First Aid/CPR certification (we offer a course during staff training!)
- Ability to work well with other instructors, managers, and campers ages 4-14
- Skilled at time management and prioritizing tasks in order to facilitate the best experience possible for campers
- Ability to implement written lesson plans, follow a schedule, and think on your feet to come up with your own lessons, activities, and games when needed
- Strong interpersonal and communication skills
- Desire to be a part of a diverse team from different life backgrounds
- Self-motivated and passionate about our mission of environmental stewardship
- Willingness to be flexible and step into Assistant Instructor role when scheduling necessitates

### **Preferred Qualifications:**

- Previous experience in teaching environmental education or high adventure activities
- Skilled at high adventures such as mountain biking, kayaking, fishing, archery, and/or canoeing
- Pursuing or already have a degree in environmental science, education, or related field
- Knowledge of Alaskan ecology and local environmental topics

### **Essential Functions:**

- Arriving on time to scheduled shift and spending first 30 minutes of workday reviewing program binder while keeping an eye on campers
- Filling out daily schedules to share with Program Manager
- Creating behavior contracts with your camp groups and defining clear expectations so campers can have fun and be safe
- Implementing scheduled lessons, activities, and games for assigned camp group
- Having your own back-pocket activities ready to be used if/when scheduled activities move quicker than expected
- Maintaining program binders and keeping program bins well-organized
- Managing camper behavior and being a positive role model
- Remaining with assigned group at all times, including during snack and lunch breaks and all activities during the camp day
- Assisting campers in an emergency (fire, evacuation, illness, injury).
- Communicating effectively with campers, parents, Instructors, Specialists, and Managers
- Working with a diverse clientele from the Anchorage community
- Providing support and mentorship to the Assistant Instructor who is assigned to your group
- Supervising loading and unloading of camp vans
- Possessing strength and endurance required to maintain constant supervision of campers
- Appropriately responding to environmental, wildlife, and other natural hazards
- Attending mandatory staff training and meetings throughout the summer
- Singing songs and participating in opening/closing ceremonies
- Committed to reflecting the values of Trailside Discovery Camp and The Alaska Center Education Fund by working towards justice, equity, and inclusion in the world of environmental activism - this includes respecting all aspects of human diversity, including race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, and sexual orientation

### **Other Job Responsibilities:**

#### Program

- Reflecting the values of Trailside Discovery Camp and The Alaska Center by demonstrating environmental stewardship
- Upholding Alaska Center Education Fund and Trailside Discovery Camp mission and cultural values by exhibiting cross cultural competency
- Maintaining the standards of the American Camping Association
- Planning and delivering environmental education and/or high adventure programs for campers ages 4-14
- Working with Instructors, Specialists, and Managers to provide high quality education experiences to all Trailside Discovery Camp participants
- Preparing lesson plans and implementing environmental and high adventure education programs

- Supervising and ensuring the safety of campers
- Coordinating with Specialists, Program Manager, Site Manager, and Logistics Manager for the implementation of logistical plans and transportation schedules
- Keeping the program binders and program bins intact and well organized

#### Childcare

- Recognizing and appropriately responding to hazards and emergencies
- Maintaining American Camping Association standards
- Encouraging the personal and social development of children
- Reporting all accidents, significant illnesses, and/or signs of physical, emotional, or sexual abuse to the Camp Director
- Remaining with camp group at all times
- Managing camper behavior and defining clear expectations

#### Records

- Perform attendance each morning to ensure an accurate group headcount
- Submit requests in advance to change daily schedule if desired
- Protect the confidentiality of the participants records

#### Supervision and Support

- The Instructor reports to the Program Manager of their site
- The Instructor supports the Assistant Instructor that they are paired with each week

#### Attendance

- Attend staff training
- Attend all staff meetings
- Complete the entire length of the summer as agreed upon in contract

**Compensation:** \$15.25-\$16.50/hour DOE