



Trailside Discovery Camp Seasonal Site Manager

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. The Site Manager is responsible for maintaining a safe, fun environment for campers and staff at their site. This person will be the point of contact at their site for guest speakers, field trips, parents and camp staff from other locations.

Qualifications:

- Available for the duration of our summer season
- Have a valid driver's license, a clean driving record, and be at least 21 years old
- Previous management or leadership experience
- Previous experience working with kids in a formal or informal setting
- Formal or informal experience in youth environmental education, education, environmental sciences, or a related field
- Confidence in driving a 15 passenger van with a trailer
- Current First Aid/CPR certification
- Ability to work well with other managers, instructors of all ages, and campers ages 4-14
- Skilled at time management and prioritizing tasks in order to facilitate the best experience possible for campers at all sites
- Strong interpersonal and communication skills
- Desire to be a part of a diverse team of managers from different life backgrounds
- Self-motivated and passionate about our mission of environmental stewardship
- Proficiency at using the Google Suite, particularly Google Drive and Sheets
- 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

Preferred Qualifications:

- 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:

- Supporting the Program Manager, Specialist Instructors, Instructors and Assistant Instructors at the site
- Coordinating with other Site Managers, the Floating Manager, the Logistics Manager, and the Camp Director to ensure that all five sites share resources fairly
- Communicating effectively with parents via group texts, emails, and in person at check-in and check-out
- Creating the staff schedule according to staff preferences and getting staff their schedules in a timely manner
- Ensuring the safety of campers and staff at the site by following and enforcing group ratios, wildlife safety measures, and proper medical protocols when necessary
- Resolving conflicts between campers, staff and mediating parent concerns
- Being the primary contact at the site for coordinating field trips and guest speakers
- Communicating with park staff and other organizations that we work closely with in order to ensure that camp runs smoothly
- Preparing for and leading staff meetings over Zoom as well as in person

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
- Working with the Camp Director to provide high quality education experiences to all Trailside Discovery Camp participants
- Communicating via Slack with staff regularly
- Supervising participants and staff and ensuring the safety of all staff and campers
- Helping to plan and moderate all staff meetings
- Coordinating with the Logistics Manager and Camp Director for the implementation of logistical plans and transportation schedules

- Coordinating field trips and guest speakers
- Maintaining and overseeing the use of supplies and program equipment

Childcare

- Recognizing and appropriately responding to hazards and emergencies
- Maintaining American Camping Association standards for Instructor to camper ratios
- Encouraging the personal and social development of children
- Working with staff to provide appropriate behavior modification to campers
- Moderating concerns between campers, parents and staff

Records

- Maintaining accurate records
- Assisting the Camp Director with registration as needed
- Protecting the confidentiality of the participant and staff records
- Using CampBrain to accurately record camper attendance during check-in and check-out

Supervision and Support

- The Site Manager reports to the Camp Director
- This position supports the Program Manager, Specialist Instructors, Instructors, and Assistant Instructors at their site

Attendance

- Attending prep-week for staff training
- Leading parts of staff training
- Leading at staff meetings
- Completing the entire length of the summer as agreed upon in his/her contract

Compensation: See our wage schedule based on education and experience.