



## Trailside Discovery Camp Summer Trip Guide

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. Trip Guides lead groups of campers on 1 to 4 night trips focusing on a range of skills, including frontcountry camping, backpacking, kayaking, and fishing. This position is great for adventurous and responsible people who love spending time in nature and can make sound judgment calls in the backcountry.

### 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
- Current First Aid/CPR and Wilderness First Aid certifications (Wilderness First Responder certification preferred)
- Previous leadership experience in the backcountry, preferably leading overnight wilderness trips
- Previous experience kayaking, backpacking, fishing, and/or front country camping
- Previous experience working outdoors with kids in a formal or informal setting
- Comfortable driving a 15 passenger van and willingness to learn to drive with a trailer
- Ability to work well with other managers, instructors, trip guides, and campers ages 8-14
- Ability to spend multiple days with little support in the backcountry while caring for a group of up to 13 campers
- Skilled at time management and prioritizing tasks in order to facilitate the best experience possible for campers
- Strong interpersonal and communication skills
- 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, and/or canoeing
- Enthusiastic about leading campers on high adventure field trips around the Anchorage, Chugiak and Palmer areas
- Knowledge of outdoor recreation activities and interest in developing curriculum for biking, boating and archery programs
- Experience preparing for the backcountry and willingness to help prepare and unpack for our overnight Quest Trips

**Essential Functions:**

- Working with the Logistics Manager, Kincaid Managers, and other Trip Guides to coordinate logistics required for trips including a travel plan, meal planning and preparation, and acquiring necessary equipment
- Working with your co-Trip Guide to maintain safety and have fun while out on Quest trips
- Remaining with an assigned group of campers at all times while at camp and out on trips
- Creating group contracts to establish clear expectations for camper behavior
- Preparing campers for the backcountry prior to the Quest trip excursion by building group morale, facilitating team bonding, teaching backcountry skills and practicing techniques
- Assisting campers in an emergency (fire, evacuation, illness, injury)
- Preparing group meals, delegating meal time and clean up roles to campers, and teaching campers backcountry cooking skills
- Teaching campers Leave No Trace principles and following them closely while out on trips
- Ensuring group's timeliness for scheduled activities and communicating with campground hosts, rangers, water taxis, tour guides, etc.

**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 Camp Association
- Working with the Trip Guides, High Adventure Instructors, Logistics Manager, Site Manager, Program Managers, and Camp Director to provide high quality adventure education experiences to all Trailside Discovery Camp participants
- Preparing lesson plans and implementing environmental and adventure education programs and activities
- Supervising participants and ensuring the safety of all staff and campers.
- Transporting participants in 15 passenger vans to tours, charters, campgrounds, trailheads, etc.
- Coordinating with the Logistics Manager and Camp Director for the implementation of logistical plans and transportation schedules
- Supervising the use and care of all Trailside outdoor equipment
- Preparing and rationing the food for overnight trips

#### Child Care

- Recognizing and appropriately responding to hazards and emergencies
- Maintaining ACA standards for instructor to camper ratios
- Encouraging the personal and social development of children
- Observing children and reporting all accidents, significant illnesses, and/or signs of physical, emotional, or sexual abuse to the Camp Director

#### Records

- Updating health and attendance records on a daily basis
- Protecting the confidentiality of the participant's records
- Having parents sign any required waivers required for trips
- Filling out required medical papers while out on trips

#### Supervision and Support

- Trip Guides will report to the Camp Director
- Trip Guides will be supported by the Kincaid Site Manager, Kincaid Program Manager and the Logistics Manager

#### Attendance

- Must attend staff training
- Must read the entirety of our Trips Manual and attend Trip Guide debriefing before camp begins
- Complete the entire length of the summer as agreed upon in contract
- Be prepared to participate in multi-day trips as needed

#### Miscellaneous

- Trip placement will depend on experience and skill set

- Trip Guides are expected to act as High Adventure Instructors for weeks that they are not out on trips

**Compensation:** See our wage schedule based on education and experience. Two hours of overtime pay + \$45/night stipend while out on trips