



## **Trailside Discovery Camp Summer Floating 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 Floating Manager will work with and support all levels of staff and must be willing to help out at whichever of our five TDC locations they are most needed. The ideal candidate for this role is someone who can be flexible and enjoys doing something different each day.

### **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
- Ability to be flexible
- 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

### **Essential Functions:**

- Communicating regularly with other managers and promptly responding to them when needed
- Acting as a Site Manager or Program Manager at any of the five sites when managers are out sick or taking vacation days
- Acting as a Specialist Instructor, Environmental Education Instructor or High Adventure Instructor depending on specific needs each week
- Support sites by transporting gear and supplies
- Facilitate the sharing of resources (adventure gear, scientific equipment, and general supplies)
- Assisting in coordinating field trips and guest speakers

### **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 Site Managers, Program Managers and Camp Director to provide high quality education experiences to all Trailside Discovery Camp participants
- Supporting operations at all five Trailside Discovery Camp sites
- Preparing lesson plans and implementing environmental and adventure education programs and activities
- 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

- Maintain accurate records
- Assist the Camp Director with registration as needed
- Protect the confidentiality of the participant and staff records

### Supervision and Support

- The Floating Manager reports to the Camp Director
- This position supports all of the Site and Program Managers as needed

### Attendance

- Attend prep-week for staff training
- Lead parts of staff training
- Lead at staff meetings
- Complete the entire length of the summer as agreed upon in his/her contract

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