



Trailside Discovery Camp Summer Assistant 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. Assistant Instructors support Instructors and help lead groups of campers in environmental education or high adventure topics related to weekly themes. This position is excellent for those looking to gain experience in childcare, environmental education, and/or high adventures with support from more experienced Instructors.

Qualifications:

- Available for the duration of our summer season
- Be at least 16 years old
- 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 follow a schedule and listen to Instructors in order to provide useful support during lessons, activities, and games
- 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 the Instructor role when scheduling necessitates
- 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
- Genuine interest in environmental education
- Knowledge of Alaskan ecology and local environmental topics

Essential Functions:

- Arriving on time to scheduled shift and reviewing daily plan with your assigned groups Instructor
- Ensuring that campers follow the rules of their groups behavior contract and helping their Instructor manage camper's behavior during lessons, activities, and games
- Providing assistance to their groups Instructor in order to implement scheduled lessons, activities, and games for assigned camp groups - this may mean setting up/cleaning up activities, running lessons alongside your Instructor, making sure campers are staying safe, etc.
- 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 & lunch breaks and all activities during the camp day
- Assisting campers in an emergency (fire, evacuation, illness, injury).
- Communicating effectively with campers, Instructors, Specialists, and Managers
- Working with a diverse clientele from the Anchorage community
- Providing support to the 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

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
- Implementing environmental and high adventure education programs
- Supervising and ensuring the safety of campers

- Coordinating with Instructors, Specialists, Program Manager, and Site 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
- Protect the confidentiality of the participants records

Supervision and Support

- The Assistant Instructor reports to the Program Manager of their site

Attendance

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

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