



Trailside Discovery Camp Seasonal Program 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 Program Manager will create and support environmental education and outdoor recreation activities. This role will be responsible for ensuring that all Instructors at their site are properly prepared to lead fun and educational activities!

Qualifications:

- Available for the duration of our summer season
- 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
- Interest in creating new programs with environmentally focused lessons, activities and games
- 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:

- Have a valid driver's license, a clean driving record, and be at least 21 years old
- Previous management or leadership experience
- 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:

- Communicating closely with Specialist Instructors, Instructors and Assistant Instructors about programming everyday
- Communicating with Site Manager, Logistics Manager, and Camp Director about daily camp functions
- Keeping supply bins stocked for Instructors daily with the items needed to successfully run activities
- Conducting weekly supply runs to stores, the office, and the warehouse
- Planning and editing Week at a Glances (WAGS) which lay out weekly activities for every group of campers
- Working with other Program Managers and Specialists to build environmental education and high adventure program binders that include lessons, activities and games
- Managing camper behavior when Instructors need support
- Assisting the Site Manager 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 all Trailside staff to provide high quality education experiences to all Trailside Discovery Camp participants
- Communicating via Slack with other Program Managers and Specialists across sites to build program binders for programs in second half of summer
- 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, Site Manager, and Camp Director for the implementation of logistical plans and transportation schedules
- Helping Site Manager coordinate 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

- Reviewing WAGs with Instructors and ensuring Instructors fill out their Daily Schedules for morning check-ins
- Maintaining accurate records
- Assisting the Camp Director with registration as needed
- Using CampBrain to record camper check-ins and check-outs
- Protecting the confidentiality of the participant and staff records

Supervision and Support

- The Program Manager reports to the Site Manager
- This position supports Specialist Instructors, Instructors, and Assistant Instructors

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 contract

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