



## **POSITION DESCRIPTION – Program Instructor**

<b>REVISED DATE</b>	<b>January 29, 2015</b>
<b>SUPERVISOR</b>	<b>Director of OLC</b>
<b>COMPANY</b>	<b>Camp Horizons</b>

### **JOB SUMMARY:**

A teaching/planning position to include outdoor lessons in environment, ecology, challenge course activities, and adventure activities that will include activities such as canoeing, hiking, backpacking, caving, and rock climbing.

### **REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:**

- Valid State Drivers' License
- First Aid and CPR Certification

### **QUALIFICATIONS:**

- Candidates must be at least 18 years old and must have completed one year of college in accordance with American Camping Association standards.
- Availability for 3 month contract commitment (spring and fall)
- Documented experience teaching / working with children ages K-12 and leading outdoor adventure or environmental education programs (in the form of a professional portfolio, program schedules etc.)
- Certifications in First Aid and CPR required by the start date
- Desire and willingness to work in a natural camp setting in a variety of weather conditions
- Ability to work irregular hours
- Excellent communication skills, both verbal and written
- Strong listening skills, detail oriented and the ability to multi-task
- Discretion regarding confidential information
- Creative thinker; able to quickly find positive alternatives when scheduled activities are interrupted

### **RESPONSIBILITIES:**

- Develop environmental and ecological outdoor curriculum
- Plan, teach, and lead outdoor lessons in Environmental Literacy and Place-based Ecology
- Plan and lead Challenge Course and Personal Development activities
- Plan and lead Outdoor Education activities to include canoeing, hiking, backpacking, caving, rock climbing, wilderness skills and the like
- Positive attitude and open communication with supervisors and co-workers

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- Enthusiastic participation in and completion of all training requirements
- Consistently maintaining a safe, clean, and environmentally friendly activity area
- Ensure that all equipment is checked for safety and properly stored according to guidelines

### **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 50 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

### **DESCRIPTION OF WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an outdoor environment. Relatively fast-paced environment. Job requires walking on foot, on occasion, outdoors in inclement weather. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision capabilities required by this job include close vision, distance vision and peripheral vision.

### **EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge and understand my key areas of responsibilities, performance expectations, and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required.

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Signature

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Date

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Employee Name (please print)

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Date