



POSITION DESCRIPTION – Lead Program Instructor

REVISED DATE	January 29, 2015
SUPERVISOR	Director of OLC
COMPANY	Camp Horizons

JOB SUMMARY:

A teaching/planning position with staff supervisory responsibilities to include oversight of and participation in a program of outdoor lessons in environment, ecology, challenge course activities, and adventure activities that will include activities such as canoeing, hiking, backpacking, caving, and rock climbing. This position will include the planning and direct supervision of 1-2 week overnight adventures.

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:

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

QUALIFICATIONS:

- Candidates must be at least 21 years old and must have completed one year of college in accordance with American Camping Association standards.
- Good driving record and ability to drive a 15 passenger van
- 2 years' documented experience teaching/working with children in leading outdoor adventure or environmental education programs
- Availability for 9 month seasonal contract commitment
- Certifications in First Aid and CPR required by the start date
- Wilderness First Responder certification required prior to summer session
- 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

POSITION DESCRIPTION – PAGE 2

RESPONSIBILITIES:

- Oversee day-to-day aspects of the outdoor learning program
- Assist with staff training
- Plan and lead a 1-2 week overnight adventure/teaching activity that may include backpacking, canoeing, caving, rock climbing/rappelling, high ropes, and other team building activities.
- Supervise and teach campers in all aspects of each outdoor adventure to include safety and leave-no-trace camping techniques
- Provide leadership for camp-wide activities and programs, to include group announcements
- Facilitate evening activities at camp or at the camp site location
- Develop environmental and ecological outdoor curriculum
- Plan, teach, and oversee outdoor lessons in Environmental Literacy and Place-based Ecology
- Plan, lead, and oversee Challenge Course and Personal Development activities
- Plan, lead, and oversee Outdoor Education activities to include canoeing, hiking, backpacking, caving, rock climbing, wilderness skills and the like
- Positive attitude and open communication with Director, your staff, and co-workers
- Enthusiastic participation in and completion of all training requirements
- Ensure the maintenance of a safe, clean, and environmentally friendly activity and staff break or planning area
- Ensure that all equipment is checked for safety and properly stored according to safety and camp 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.

POSITION DESCRIPTION – PAGE 3

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.

Signature

Date

Employee Name (please print)

Date