

Assistant Guide/High Adventure Instructor

- I. Requirements
The Assistant Guide must:
 - A. Have prior experience in environmental or adventure education, teaching, child care or other related field.
 - B. Have prior experience leading multi-day wilderness trips.
 - C. Have a current advanced first aid and CPR certification.
 - D. Have a valid driver's license and a clean driving record.
 - E. Be 18 years or over.

- II. Program
Duties Include:
 - A. Maintaining the standards of the American Camping Association.
 - B. Working toward accomplishing the mission and goals of Trailside Discovery Camp and The Alaska Center for the Environment.
 - C. Working with the Lead Guide, Trips Manager, and Camp Director to provide high quality adventure education experiences to all Trailside Discovery Camp participants.
 - D. Preparing lesson plans and implementing environmental and adventure education programs and activities as needed.
 - E. Supervising participants and ensuring the safety of all staff and campers.
 - F. Transporting participants to areas of activity.
 - G. Supervising the use and care of all Trailside outdoor equipment.
 - H. Assist in preparing and rationing the food for overnight trips.

- III. Child Care
Duties Include:
 - A. Recognizing and appropriately responding to hazards and emergencies.
 - B. Maintaining ACA standards for instructor to camper ratios.
 - C. Encouraging the personal and social development of children.
 - D. Observing children and reporting all accidents, significant illnesses, and/or signs of physical, emotional, or sexual abuse to the Camp Director.

- IV. Records
Maintain accurate records:
 - A. Protect the confidentiality of the participant's records.
 - B. Fill out all required paperwork as required by the Trips Manager.

- V. Supervision and Support
The Assistant Guide reports to the Lead Guide.

VI. Attendance

The Assistant Guide must:

- A. Willing to work 40- 60 hours per week...
- B. Attend staff training.
- C. Attend all trip staff meetings.
- D. Complete the entire length of the summer as agreed upon in his/her contract.
- E. Be prepared to participate in multi-day trips as needed.

VII. Miscellaneous

The Assistant Guide must be willing and prepared to assume other appropriate duties as assigned by the Trips Manager, Program Manager or Camp Director.

Assistant Guide
Essential Functions

It is essential that the staff member be able to:

- Lead one skill activity per day
- Lead one nature game per day
- Assist campers in an emergency (fire, evacuation, illness, injury).
- Communicate effectively with campers, parents, staff, Trips Manager, and Camp Director.
- Provide support to the Lead Trip Guide who is assigned to your group.
- Supervise loading and unloading of camp vans.
- Possess strength and endurance required to maintain constant supervision of campers.
- Appropriately respond to environmental and other hazards.
- Lead and participate in group activities.
- Maintain accurate records.