

## Lead Guide/High Adventure Instructor

- I. Requirements  
*The Lead 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 Wilderness First Responder or other advanced first aid certification.
  - D. Have a current watercraft safety certification.
  - E. Have a valid driver's license and a clean driving record.
  - F. Be 21 years or over.
  
- II. Program  
*Duties Include:*
  - A. Maintaining the standards of the American Camp Association.
  - B. Working toward accomplishing the mission and goals of Trailside Discovery Camp and The Alaska Center for the Environment.
  - C. Working with the Assistant Guide, Assistant Trips Manager, 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.
  - E. Supervising participants and ensuring the safety of all staff and campers.
  - F. Transporting participants to areas of activity.
  - G. Coordinating with the Assistant Trips Manager, Trips Manager and Camp Director for the implementation of logistical plans and transportation schedules.
  - H. Supervising the use and care of all Trailside outdoor equipment.
  - I. 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. Update health and attendance records on a daily basis.
  - B. Protect the confidentiality of the participant's records.
  - C. Fill out all required paperwork as required by the Trips Manager.

- V. Supervision and Support  
*The Lead Guide reports to the Trips Manager.*
- VI. Attendance  
*The Lead Guide must:*
- A. Attend staff training.
  - B. Attend all trip staff meetings.
  - C. Complete the entire length of the summer as agreed upon in his/her contract.
  - D. Be prepared to participate in multi-day trips as needed.
- VII. Miscellaneous  
*The Lead Guide must be willing and prepared to assume other appropriate duties as assigned by the Trips Manager or Camp Director.*

### Lead Guide Essential Functions

It is essential that the staff member:

- Provide support to the Assistant Trip Guide who is assigned to your group.
- Coordinate logistics required for the trip - i.e. travel plan, food, equipment etc.
- Begin day promptly at 8:30 am and end day after all children are checked into after care at 4:15 pm ish.
- Remain with assigned group at all times while in camp, 8:45 am – 4:15 pm, i.e. during snack & lunch breaks and all activities during the camp day.
- Remain with campers at all time while out on camping trip.
- Assist campers in an emergency (fire, evacuation, illness, injury).
- Communicate effectively with campers, parents, staff, trips manager, team leader's program manager, and camp director.
- Provide support to the assistant 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, wildlife and other natural hazards.
- Must be actively part of group & supervising children at all times including out on trail, lunch, snack, ceremonies, etc.
- Attend mandatory staff meeting on Monday at 4:15 pm and all other scheduled meetings throughout the summer.
- Sing songs and participate in ceremonies and TDC radio.
- Children will never be left alone or unattended at any time – including out on wilderness trips, bathroom breaks, running back inside to complete a mission etc.