

Job Description Program Instructor

Summary/Objective:

Under minimal supervision, provide an effective target sport, watercraft, rock wall/zipline, challenge course, ceramics, swimming, mountain bike experience. Assist in coordination and development of high adventure programming for 50-200 campers each week. Work directly with the girls to build courage, challenge themselves, and model encouragement, while upholding all safety standards. Enthusiastically promote the Girl Scout mission.

You are/ You have:

- Willing and excited to teach, work and relate successfully with campers ages 5-18
- Ability to coordinate a variety of program activities in a camp setting.
- Confident in your leadership abilities.
- Willing to participate in training to develop physical, professional and behavior management skills.
- Ability to work with people of diverse backgrounds and abilities.
- Ability to think and act calmly in a crisis.
- Positive approach to all camp rules, policies, and procedures.
- Demonstrated maturity, sense of humor, integrity, and flexibility.

Reports to: Unit Leader, Administrative Staff & Camp Director

FLSA Status: Seasonal - Exempt

Pay: Daily/Weekly Rate of \$615-\$738

Essential Functions:

Physical & Mental Demands:

- Live in a variety of quarters with other staff outdoors which may include, but not limited to sleeping directly on the ground, primitive camping, rustic cabins, or dormitory cabins.
- Must possess strength and endurance, and emotional well-being required to maintain supervision of campers.
- Ability to go without personal electronic devices for several days at a time while on duty.
- Prolonged standing, some bending, stooping, climbing and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor and camp equipment.
- Ability to lift up to 50 lbs.
- Daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
- Hiking or walking long distances; up to 3-6 miles per day.

Program Specific Demands:

- **Target Sports Instructor:**

Job Description Program Instructor

- Physical strength to set up targets and range daily, including but not limited to stringing bows, moving targets, setting up sling shots bands, shooting bow and arrows, and throwing hatchets.
- **Watercraft Instructor:**
 - Physical strength to lift canoes, paddles boards and kayaks daily for set up and storage.
- **Climbing Tower & Zipline Instructor:**
 - Physical strength to spot and belay participants, perform rescue procedures at heights exceeding 35 feet, and the ability to climb ladders and function at heights of up to 60 feet.
- **Challenge Course Instructor:**
 - Physical strength to spot and belay participants, perform rescue procedures at heights up to 40 feet, and the ability to climb ladders and function at heights of up to 50 feet.
- **Ceramics Instructor:**
 - Physical strength to load kilns and move clay.
- **Lifeguard:**
 - Physical strength to rescue swimmers and perform proper First Aid and CPR. Complete lifeguard training, including: swimming 300 yards unassisted, tread water for 2 mins, retrieve a 10 lb brick from 7 to 10-foot depth, swimming 20 yards with it, and more.
- **Mountain Bike Instructor:**
 - Must be at least 4 feet, inches in height to utilize camp equipment and know how to ride a bike. Have the ability to lift a minimum of 25 lbs over shoulder height and have the endurance to lead trail bike rides of 2 miles or more.

Program:

- Guide campers through the assigned program areas, meeting health and safety standards as provided during pre-camp training.
- Maintain safety procedures as they pertain to the facilities.
- Observe and readily assist all participants.
- Ensure the proper care, use, and maintenance of program equipment.
- Maintain records and reports on program equipment.
- Debrief each experience conducted during the program.
- Support and promote campers and fellow staff to take risks and seek challenges.
- Participate in pre and post camp training, inventory, and general clean up as assigned.
- Responsible for leading and assisting with fun and meaningful activities to campers, model constructive and enthusiastic participation in all program areas.

Staff and Camper Support:

- Maintain positive, professional relationships with campers and staff.
- Assist with units when there are no programs to instruct.
- Complete detailed and thoughtful Camper Highlights forms.
- Prioritize the needs of campers.
- Provide an environment where every camper/ Girl Scout feels welcome, safe, and included.

Job Description Program Instructor

- Supervise all assigned aspects of the campers' day including morning wake-up, cabin clean-up, unit program, mealtimes, evening activities, getting ready for bed, and other after-lights out duties.

Health and Safety:

- Ensure that activities are carried out in accordance with safety standards.
- Apply behavior management techniques alongside fellow counselors and leaders.
- Be familiar with the council emergency action plan and procedures.
- Maintain the cleanliness of all facilities; including but not limited to camp staff living areas, bathrooms, restocking of necessary supplies, garbage/recycling and campfire areas.

Systems & Communication:

- Maintain strict confidentiality and professionalism when handling sensitive information regarding campers or staff members.
- Support staff and campers in established emergency procedures such as fire drills, evacuations, etc. and understand your role in crisis management.
- Adhere to established routines, schedules and procedures for camp operation.
- Share camper and staff photos/stories regularly with administration for camp social media purposes.
- Maintain communication with Camp Director and Camp Manager if repairs are needed on the equipment of the program.

Required Education and Experience Qualifications:

- Minimum 18 years of age.
- Must be fully vaccinated against COVID-19 and able to provide written proof at the time of hire.
- First Aid and CPR certification (*provided at Staff Training*)
- Previous experience in program areas is preferred but not required.
- Cognitive and communicative ability to manage complex tasks and follow instructions.
- Ability to identify and respond to the needs of campers, self, and other staff members.
- 6-day work week with weekends required. 24-Hour break period given weekly.
- This position is designed as a safety sensitive position.

This role ensures a successful camp experience, focusing on safety, program quality, and staff support.