

## Job Description Program Instructor

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### Summary/Objective:

Under minimal supervision, provide an effective target sport, rock wall/zipline, mountain bike, watercraft, challenge course, swimming, and/or paddle sports experience. Assist in coordination and development of high adventure programming for 50-200 campers each week. Work directly with 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.
- Able 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

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### 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 30 lbs.
- Daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
- Hiking or walking long distances; up to 3-5 miles per day.

### Program Specific demands:

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- **Target Sport Instructor:**
  - Physical strength to set up targets and range daily, including but not limited to stringing bows, moving targets, setting up sling shoots bands, shooting bow and arrows, and throwing hatchets.
- **Watercraft Instructor:**
  - Physical strength to lift canoes, paddle 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 between 15-50 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 Red Cross Lifeguarding training, including: 300-yards unassisted swim, tread water for 2 min, retrieve 10lb brick from 7-foot depth and swim 20 yards with it, and more.

### Program

- Guide campers through the assigned program area 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 program.
- Use planning time effectively (prepping supplies, program research and planning for future weeks)
- develop and implement routine and special program events.
- Support and promote campers and fellow staff to take risks and seek challenges.
- Participate in pre and post camp, inventory, and general clean-up as assigned.
- Responsible to lead and assist fun and meaningful activities to campers, model constructive and enthusiastic participation in all program areas.

### Staff & Camper Support

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

### Health & Safety

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- Ensure that unit 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 by not limited to camp staff living areas, bathrooms, restocking of necessary supplies, garbage/recycling and campfire areas.
- Ensure camper health needs are met. This includes and is not limited to knowledge of medications schedules, allergies, dietary restrictions, monitoring campers' water intake, and use of sunscreen.

### **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.

### **Positive Relationships**

- Maintain clear and positive verbal communication with all campers, co-workers, and parent/guardians.
- Honor diversity by ensuring that all materials, activities, and programs are reflective of the interests, values, and needs of all campers.
- Address conflicts between staff and/or campers.
- Support and promote campers and fellow staff to take risks and seek challenges.

### **Eligibility Qualifications:**

- Minimum 18 years of age.
- First Aid and CPR certification (*provided at Staff Training*).
- Cognitive and communicative ability to manage multiple complex tasks and follow instruction.
- Ability to identify and respond to needs of campers, self, and other staff members.
- 6-day work week with weekends required. 24-Hour break period.
- This position is designated as a safety sensitive position.