



## Spring Outdoor Education Instructor

<b>Job Title:</b>	<b><i>Outdoor Education Instructor</i></b>
<b>Job Duration:</b>	<i>March 31, 2019 – June 30, 2019</i>
<b>Job Hours:</b>	<i>Seasonal – as required</i>
<b>Reports To:</b>	<b><i>Summer Camp &amp; Outdoor Education Director</i></b>

### Job Purpose

The Outdoor Education Instructor is responsible for the care and supervision of Outdoor Education participants and is responsible for the facilitation of Outdoor Education programs for their assigned group/activity through the duration of each user-group's stay.

### Duties and Responsibilities

#### Staff Training

- To participate in 100% of pre-season staff training
- To read, know and practice the information covered in the "Policies & Procedures" section of manual. (Failure to comply with this information could result in discipline including dismissal.)
- To submit an application, criminal record search forms and necessary certifications along with employee agreement to the Outdoor Education Director no later than April 1st

#### Participant Group Leadership

- To be responsible for the safety and well-being of the children, assigned to you by the Outdoor Education Director. This includes administering First Aid and completing First Aid/Near Miss forms.
- To develop and facilitate enjoyable and stimulating programs for your group using the resources of the camp and the outdoor environment.
- To encourage the development of each participant in your group and to stimulate the participants' social development as members of a group.
- To introduce and stimulate your group's awareness of the outdoors and to encourage sound environmental practices in the use of outdoor facilities.
- To further develop each participant's skills in those areas in which you are proficient and that the camp deems valuable - e.g. cooking, swimming, crafts, orienteering, etc. Use resource staff whenever you feel necessary - e.g. waterfront activities.

- To keep the Outdoor Education Director informed as to the location and nature of your daily program should it differ from the schedule.
- To be punctual and enthusiastic in carrying out the camp activities/routines. To give sufficient notice when sick or unable to come to work, and to find a replacement for your shift.
- To keep an accurate attendance record of all your participants.
- To participate in final clean up tasks and debrief meeting after participants have gone home and/or facilitation work concludes.

### **Other Duties**

- Outdoor Education Instructor may be asked to assist in duties not listed above. Sasamat Outdoor Centre expects the support of all staff members to fulfill objectives that may not be specific to this position.

## **Qualifications**

### **Specialized Knowledge and Certification**

- Current Standard First Aid and CPR-C
- Cleared Criminal Record Check
- Current RCA BC Advanced Tandem/Solo Canoe Certification

### **Skills**

- Strong interpersonal and communication skills
- Ability to work independently and exercise initiative
- Ability to work with a wide variety of ages and demographic groups
- Ability to take charge and motivate others
- Ability to observe/assess participant behaviour, enforce safety regulations and emergency procedures, and apply appropriate behaviour-management techniques according to Sasamat Outdoor Centre standards.

### **Experience**

- A background working with children
- Participation in applicable leadership programs or related experiences
- A background working in outdoor education

## **Working Conditions**

- Requires working in an outdoor environment in all weather conditions
- May require working with difficult clients
- May require some weekend and evening work

## **Physical Requirements**

- Physical ability to provide active care, programming and supervision of participants, 5 days a week or through the duration of each use-group's stay.