

Lead Instructor - Job Description

SUMMARY: Lead Instructors (Leads) are vital members of a community supporting the mission of White Pine Programs. Leads are responsible for the safety, health & well-being of program participants and the facilitation of program curriculum. Leads oversee assistants and volunteers as assigned & report to the Program Director as direct supervisors. Leads are role models and spokespersons for White Pine Programs.

QUALIFICATIONS:

- Current (or willing to obtain prior to employment) Wilderness First Aid & CPR certifications
- Experience working with children and adults outdoors.
- Wilderness skills and /or Naturalist training.
- Minimum age of 17 years old.

PREFERENCES:

- Previous work with 8Shields mentoring model.
- Valid drivers license and reliable transportation.

COMPENSATION:

- The **starting** hourly wage for Lead Instructors is \$11/hr



The Following Areas Summarize the Lead Instructor Role:

- **Accountability**
 - Attend required trainings and meetings.
 - Arrive on time with your gear and materials ready.
 - Read, understand, sign and comply with the White Pine Programs Staff Manual policies & safety procedures.
 - Perform the tasks associated with program culture, including: opening & closing circle; dynamic plan for your group; integrating assists or volunteers; participating in meetings; giving & receiving feedback.
- **Supervision**
 - Ensure that all staff and volunteers under your direct supervision understand and comply with all WPP policies and safety procedures.
 - Create meaningful ways to utilize your assistant or volunteers.
 - Via in-person feedback, give your assistant or volunteer useful, constructive feedback about their performance.
 - Ensure the safety of all people in your care -mentally, physically & emotionally.
 - Remain with your group for the duration of programs.
- **Planning & Design**
 - Utilizing individual program overarching design/ flow and curriculum, create plans for your group that take into account age, gender, needs, weather etc.
 - Utilize pre & post program meeting times to create and review daily plans with Program Managers.
- **Communication**
 - Maintain strong relations through clear communication and conversation.
 - Attend Morning and Afternoon staff meetings for each program you work.
 - Report all safety and/or health issues in a timely manner to your Program Manager.
 - Maintain a personal cell phone as your on-program communication device.
- **Safety**
 - Maintain certification in CPR and Wilderness First Aid (or higher wilderness medicine training).
 - Ensure that you possess a fully stocked WPP first-aid kit at all times.
 - Review health information for all of your participants, noting any red flags (allergies, injuries, & behaviors).
 - Maintain awareness of all emergency procedures.
 - Fill out incident reports for ticks and anything bigger than a band-aid and submit to Program Manager.



