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Summer Camp Lead Instructor Job Description

Summary: Summer Camp Lead Instructors are vital members of a community supporting the mission of White Pine Programs. Lead Instructors are responsible for the safety, health and well-being of campers and the facilitation of camp curriculum. Lead Instructors directly manage a group of 6-8 children, oversee assistants and volunteers as assigned and report to Site Managers.

Qualifications

- Current (or willing to obtain): Wilderness First Aid & CPR certifications.
- Ability to work in a physically demanding position including, but not limited to: outdoors in all weather conditions, on uneven or muddy surfaces, on and off woodland trails, hauling gear, etc.
- Experience working with children.
- Preferred: Wilderness skills and Naturalist training.
- Preferred: Previous work with 8 Shields mentoring model.
- Minimum age of 17 years old.

Accountability

- Attend mandatory staff training prior to the start of camp.
- Arrive on time, every day, dressed appropriately for the planned activities and weather, with your gear and materials ready.
- Demonstrate the ability to understand and follow WPP staff manual policies and safety procedures.
- Perform the tasks associated with camp culture, including: opening and closing circle, dynamic daily plans for your group, and integrating staff, interns or volunteers.
- Participating in daily staff meetings, giving and receiving feedback.

Supervision

- Ensure the safety of all members of your group- mentally, physically and emotionally.
- Remain with your group for the duration of the camp day.
- Ensure that any staff, intern or volunteer under your direct supervision understands and complies with all WPP policies and safety procedures.
- Create meaningful ways to utilize staff, interns or volunteers under your direct supervision.
- Provide constructive in-person feedback to staff, interns or volunteers under your direct supervision

Planning & Design

- Utilizing camp's overarching design and flow curriculum, create daily plans for your group that take into account age, gender, needs, weather etc.
- Utilize daily pre and post camp meeting times to create and review daily plans with Site Manager and any team member under your supervision.

Communication

- Maintain strong relations through clear communication and conversation.
- Attend all morning and afternoon staff meetings.
- Report all safety and health issues in a timely manner to your Site Manager.

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 accident reports on the day of incident and submit to Site Manager.

Compensation

- Competitive pay based on experience and education.

Please contact our office at 207.361.1911 or email info@whitepineprograms.org