



ECOS Institute Instructor Job Description

Definition

To provide direction, guidance and monitor the activities and safety of students during their participation in Emerald Cove Outdoor Science Institute (ECOS). Provide Instruction regarding the natural sciences, through nature hikes, lessons and activities and performs related duties as assigned. This job requires evening shifts and staying overnight in cabins with students.

Supervision Received and Exercised

Instructors report directly to the program director or an assistant director when the program director is off site. Instructors directly supervise students.

Physical requirements

Ability to hike 5 miles at high elevation and stand for long periods. Ability to lift 25 pounds from ground level.

Essential Functions

1. Supervise a group of 10-15 students (cabin group) at a residential camp setting for 3-5 days at a time.
2. Enforce behavior and safety standards.
3. Direct and supervise students during dining time, bedtime, cabin cleanup, and other group living activities.
4. Communicate directions clearly to students.
5. Counsel and empathize with students that are homesick.
6. Act as a role model for the students while away from parents and school.
7. Monitor student cabin during the night. Respond to emergency situations which may arise.
8. Instruct and teach students on nature trails and hikes; educate students about basic concepts of geology, ecology, wildlife biology, astronomy, conservation and survival, with hands on activities; cover required outdoor science curriculum during allotted time.
9. Lead large and small group activities
10. Plan organize and lead craft and recreational activities.
11. Lead songs and games
12. Anticipate and take measures to avoid potential safety hazards and health needs; administer First Aid an CPR to students when needed; care for students that are sick or refer to on-site Health Care Center
13. Direct and lead entertainment in evenings; assist students in creating skits and songs; encourage student creativity and involvement.



Emerald Cove

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14. Assist in maintaining a clean and orderly learning environment to ensure the health and safety of students; assist in cleaning and straightening the cabin, site, and dining areas.

Qualifications

Knowledge of

1. Natural Science subject matter, including geology, ecology, wildlife biology, astronomy, conservation
2. Methods, practices and techniques of science instruction through specialized outdoor lesson plans, projects, hikes and instruction materials.
3. Methods and practices of child instruction and tutoring
4. Correct English usage, including spelling grammar and punctuation.
5. CPR and First Aid

Ability to:

1. Supervise, instruct and engage students in positive learning, in a residential outdoor field setting.
2. Carefully monitor the activities of students to ensure their safety and well-being.
3. Present material to students in an innovative, imaginative and creative manner.
4. Organize set priorities and exercise sound judgment within areas of responsibility
5. Organize and maintain confidential student records and files
6. Communicate clearly and effectively, both orally and in writing.
7. Understand and follow written and oral instructions
8. Deal with sensitive and difficult situations
9. Establish and maintain effective working relationships with executive directors, program director, staff of visiting school districts, parents, students and others encountered in the course of work.
10. Must demonstrate attendance sufficient to complete duties of the position as required

Education, Training and Experience

One year of experience working with children in an organized outdoor camp setting or supervising school age children; and completion of one year of study at a college or university.

Licenses; Certificates; special Requirements:

Obtain valid CPR and First Aid certifications.