

Teachers/Instructors Position Details

Pre-Camp Duties

1. Ensure all paperwork is filed with CLEC office including three (3) forms of reference, background check, central registry clearance, medical forms, copy of driver's license, copy of qualifying certifications such as red cross first aid/cpr card, lifeguard certificate, etc.
2. Review center policies and action plans:
 - a. Health Service Policy
 - b. Food Service Policy
 - c. Behavior Management Policy
 - d. Child/Adult Protection Policy
 - e. Emergency Evacuation Plan
 - f. Waterfront Emergency Procedures
3. Prepare lesson plans for curricula to be taught, give Program Director list of needed supplies, and review schedules.

Responsibilities

1. Teach a variety of classes (classes are 1½ to 3 hours, up to 4 times a day).
2. Using the curriculum provided, teach the assigned topics.
3. Brainstorm with co-teachers on methods of delivering the lessons and activity ideas.
4. Prepare for classes by being familiar with the lessons and making sure all the materials are available.
5. Interpret and enforce the programs rules.
6. Assist in upholding the center's behavior management policies/camp rules.
7. Serve as a role model for students and other instructors.
8. Attend staff meetings.
9. Work as a team with other staff and visiting teachers.
10. Any other duties assigned by the Program Director.

Qualifications

1. Must be 18 years of age or older.
2. Prefer applicants have a strong background in education, science and/or natural resources.
3. Experience with youth helpful.
4. Ability to work in physically demanding conditions.

**Supervised By: Program Manager/
Assistant Program Manager**