

Job Title: _____ Class Instructor

Reports to: Camp Director, Assistant Director and Volunteer Camp Coordinator

Supervising Professional: Camp Director or Assistant Camp Director

Qualifications:

- Must be well versed and trained in particular educational subject matter of instruction.
- Because of direct access to youth (if not a vetted volunteer), must have the following:
 - Staff application
 - Job Description
 - Background check
 - Completed Children on Campus

Position Purpose:

To further the mission of the camp through the development and delivery of _____ class activities that are safe, fun, and appropriate to the campers' age and abilities.

Specific Responsibilities:

- To provide a training program in a specific discipline to campers assigned to the class.
- To have the skills and abilities to train utilizing the best strategies for the ages of the youth present.
- Provide supervision of the youth present during the class time including knowing class roster and reporting to one of the camp administrative staff if a specific camper is missing from the class.
- To ensure that all materials and supplies necessary to teach the class are in place before the class instruction begins.
- *(May include if the instructor is responsible for materials and supplies to teach the class).*

Relationships:

Instructors have direct relationships with the camp staff and may actually serve as a counselor with a camper group when not on duty teaching.

Equipment Used:

- *Identify the specific equipment needed for the class being taught.*

Essential Job Functions:

- Develop and deliver a type of class ex. Charting instructional program that is appropriate for the age and ability of the campers
 - ◆ Evaluate abilities of campers and staff.
 - ◆ Deliver progressive _____ activities.
 - ◆ Evaluate the success of the _____ program.
- Ensure that camp staff and campers know and follow safety and educational procedures
- Assist in the management and care of the physical facilities utilized during the training
 - ◆ Maintain the _____ equipment including
 - ◆ Ensure the security of the _____ equipment when not in use.
 - ◆ Conduct daily check of area and equipment for safety, cleanliness and good repair.

Essential Duties and Responsibilities:

- To serve as an instructor for youth assigned to camp class as assigned.
- To ensure the safety and well-being of campers assigned to camp class.
- To understand and follow WVU policy 'Title 49' Children on Campus and adhere strictly to the above suspicion policy.

Other Job Duties:

- As assigned by camp administrative team based on time available to assist with camp.

Competencies: Demonstrated skills, knowledge and abilities to provide educational program in the area of _____.

Time Requirements: 40 hours including time spent in training.

Location:

Supervisory Responsibilities: Supervises youth assigned to the class.

Knowledge, Skills and Abilities:

- Working Knowledge of WVUES camping program.
- Ability to teach _____ class _____ to numerous youth of varying ages.
- Ability to work with a diverse audience to deliver instructional programs.
- Ability to work in various environmental conditions in a camp setting.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury) and possess strength and endurance required to maintain constant supervision of campers.

Other physical requirements of a instructor position could be endurance including constant movement as well as standing, some bending, stooping, stretching and strength and dexterity to demonstrate skills. Requirement for eye-hand coordination and manual dexterity to manipulate equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program. Willingness to live in a camp setting and work irregular hours delivering program in the facility available.

Compensation: Could specify travel dollars, meals while at camp etc...

By virtue of my signature, I agree to fulfill the duties as disclosed in this job description. I understand if I cannot fulfill these duties, I must advise the WVU Extension professional in charge so that the duties as assigned can be placed with another individual.

Printed Name: _____

Signature: _____ **Date:** _____

Signature of Extension Professional: _____ **Date:** _____