**Job Description**

**TITLE: ACTIVITY INSTRUCTOR**

**POSITION SUMMARY:** The Agassiz Village Activity Instructor is responsible for developing lesson plans, teaching skills and activities specific to a program area during the scheduled activity periods (e.g. **dance, arts & crafts, sports & fitness, drama, canoeing, nature & outdoor living skills, archery, high and low ropes courses**). They are also responsible for creating and implementing activity curriculum, guidelines and procedures that align with the program goals and outcomes Agassiz wants to achieve, they are also accountable for the daily needs of the program. This also includes maintenance, facilitating, leading and/or supervising the specific program area and providing constant positive feedback and guiding the campers and staff to strive for excellence in everything they do. When not actively working at the specific program area, Activity Instructors will act as Cabin Counselors with an assigned cabin group.

The Activity Instructor works closely with the Camp Director and Program Director to ensure a service vision for Agassiz Village Summer Camp Program.

**QUALIFICATIONS:**

* 18 years of age or older;
* In good physical condition;
* Ability to accept guidance and supervision;
* Ability to teach skills and explain instructions to other staff members and campers of all ages, and provide guidance in specific activity areas;
* Specialized training in (or knowledge of) the specific activity area;
* Be able to control campers without physical contact or force;
* Possess an understanding of the at-risk youth population helpful;
* Excellent verbal communications skills;
* Must commit to the entire summer season;
* Possess a strong interest in motivating children and youth to effective action;
* Must have the ability to work as a team member;
* Must demonstrate patience, compassion, fairness, great listening skills, leadership, the ability to relate to children, integrity, honesty and knowledge that promote the culture, values and mission of Agassiz Village.

**DUTIES and RESPONSIBILITIES:**

The Activity Instructor shall:

1. work with the Camp Director and Program Director before and during staff training to set up areas and programs for campers;
2. write lesson plans, with help of supervisor, for each program session creating an atmosphere of fun, energy, enthusiasm, safety, progression, and achievement;
3. teach and focus instruction to achieve camper development objectives and monitor proper use and maintenance of equipment;
4. conduct daily check of program area and equipment for safety, cleanliness, and good repair in compliance with American Camp Association (ACA) standards;
5. submit orders for equipment and supplies when needed, with approval of supervisor, ensuring timely arrival of materials;
6. complete daily camper logs thus keeping records on participant’s progress - help them progress from beginner to advanced levels;
7. follow the schedule, beginning and ending each activity on time;
8. act in the capacity of a Cabin Counselor when not instructing, assisting counselors in their cabin, activities, and mealtimes;
9. identify and communicate safety and emergency regulations to staff and campers and ensure that they are followed at all times;
10. assist the Camp Director, Assistant Director and Program Director in coordinating evening activities and special events (e.g. talent show, dance, etc.);
11. report program area maintenance needs to the Camp Director or Assistant Camp Director;
12. rotate with other staff, monitoring village after lights out - “on duty”;
13. inventory program equipment/supplies pertinent to the specific program area and pack all materials and supplies, and clean/organize the area when season ends;
14. perform an end of the season program evaluation and make recommendations for equipment, supplies, and program for following season;
15. accept direction and feedback from supervisors and follow through appropriately;
16. act as a responsible member of the camp community both in and outside of the camp environment during periods of employment;
17. participate in staff and other meetings, such as in-service training and staff development and orientation activities;
18. perform all other duties as assigned.

**REPORTS TO:** Program Director or designee.