

# POD LEADER JOB DESCRIPTION

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**Position/Title:** Pod Leader

**Reports To:** Director

**Pay Rate:** Base wage of \$85 per working day (Monday – Friday).

**Benefits:** Room seven days per week and Board (meals) available when program is in session.

## Qualifications

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- BA/BS in outdoor/environmental education, environmental science, science degree, related field, or relevant experience.
- Valid certification in First Aid and CPR. (Must provide on first day of employment.) **NOTE:** Your First Aid and CPR certification must include, at minimum, 50% of course time to include in person instruction, hands on practice, and skills assessment under the direct supervision of a certified instructor. This means that part of your course readings may be done online, but any practical testing must be done in person. CPR must be for infant, child, and adult, and your CPR card must meet or exceed the current “AHA Guidelines for CPR and ECC.”  
<https://eccguidelines.heart.org/index.php/circulation/cpr-ecc-guidelines-2/>
- Valid driver’s license or state ID and social security card, or United States Passport.
- Valid San Bernardino County Food Handler’s Permit; training and testing will be provided during initial staff training.
- Positive role model for minors.
- Documented experience and ability to teach an outdoor science school curriculum to school children.
- Desire to live and work in a camp community.
- Ability to accept guidance and supervision from and to work with others.
- Ability to pass a criminal background check.
- An Instructor should show evidence of the following characteristics: flexibility, positive outlook, creativity, concern for student and staff safety, good interpersonal skills, a willing attitude, adaptability, decision making skills, maturity, integrity, and approachability.
- An instructor shall be in good physical health that allows the performance of any of the following possible duties: hiking over rough terrain for up to 5 miles, carrying 25 lbs of equipment in a bag or backpack, performing emergency first aid and rescue skills outdoors in inclement weather, in various rough terrain, near or in water, and around the camp property, ability to drive maintenance or emergency vehicles, and stair climbing.
- Specialized positions require the physical ability to lift and move 50 pounds of weight regularly.
- Instructors must be able to see and hear. Vision and hearing are required to identify and respond to environmental and other hazards related to an activity, and in daily activities and programs. Vision, which may be corrected, and hearing, which must be in a normal range as measured by a standard audiogram, must be good enough to see and hear children and adults in life and/or health safety endangering situations, in both daytime and nighttime conditions. Vision requirements include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), peripheral vision (ability to observe an area that can be seen up and down or to the left or right while eyes are fixed on a given point), depth and perception (three dimensional vision, ability to judge distance and spatial relationships), and ability to adjust focus (ability to adjust the eyes to bring an object into sharp focus). Hearing requirements include the ability to properly use a two way radio and telephone while around groups of people to communicate with program personnel.

## Duties

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- Pod Leaders will read the entire Staff Manual and additional literature distributed during the year and actively be responsible for the material and duties contained within.
- Pod Leaders will plan, implement and evaluate any and all of the classes and activities offered by High Trails Outdoor Science School and YMCA Camp Oakes using experiential instructional methods that satisfy the written objectives for each class or activity. Classes include, but are not limited to: Archery, Geology, Wildlife Ecology, Environmental Awareness, Orienteering, Rock Climbing, Outdoor Living Skills, Teambuilding, High/Low Ropes, Fishing, and Canoeing.
- Pod Leaders are scheduled to work from 9:30am- 6:00pm on Tuesday - Thursday, 9:15am-6pm on Monday, and 9:30am-6:30pm on Friday.
- During the first half their shift, Pod Leaders will supervise students in their breaks from school work and lunch time in an outdoor setting. They will facilitate games and crafts, promote healthy interpersonal skills, and enforce appropriate public health protocols for COVID-19. When additional support is needed in the Education Center, Pod Leaders will support their students in their school work ensuring it is completed, on time, and finished to an adequate quality.
- During the second half of their shift, Pod Leaders will spend approximately four hours every afternoon teaching and facilitating structured classes and activities. Each week an assigned theme and activities in that theme will be scheduled

for each Pod Leader to teach. This is followed by a traditional camp activity including but not limited to rock climbing, archery, hiking etc.

- Pod Leaders are required to set a good model and enforce the CDC's public health protocols for COVID-19 including but not limited to wearing a face covering, maintaining 6 ft of distance as possible, and consistently washing hands and using hand sanitizer.
- Pod Leaders are expected to provide structured, safe activities for students during down time between scheduled activities, school time, and when student pick-up is happening.
- Pod Leaders will work with the Education Center Coordinator 1-2 times a month to create the theme and activities for the following week's program.
- Pod Leaders shall be responsible each day for cleaning, inventory and proper care of all High Trails equipment used during the program, including cabins, restrooms, staff lounge, class equipment, dining hall, etc.
- Pod Leaders will observe student behavior, assess its appropriateness, enforce appropriate safety procedures and behavioral expectations, and apply appropriate behavior management techniques.
- Pod Leaders should be available to work at High Trails five days each week as assigned. When science school programs are not scheduled or have been cancelled, Pod Leaders need to remain flexible to carry out duties assigned by the directors of High Trails. Duties could include (but are not limited to): program leadership, program development, grounds maintenance, repairs or improvements, facility set-up, maintenance, or improvement.
- Pod Leaders shall perform tasks and complete any documentation necessary to meet any American Camping Association standards and assist in the compliance of all local, state and federal standards that exist for operating camps. Each instructor will be trained and asked to respond in the implementation of procedures for incidents, accidents, injuries and emergencies which include, but are not limited to, natural disasters, lost persons, and "strangers" in camp. It is the responsibility of the instructor to report all incidents, accidents and injuries in writing to the Medic and/or Director within 24 hours of the occurrence.
- The instructor will positively participate in all aspects of camp life including, but not limited to: meals, classes, all-group or large group activities, and recreational activities including singing and skits.
- An instructor will provide support, encouragement, active listening, information and activities for staff, students and teachers which fosters responsible membership in the community and provides for a safe and healthy environment.
- Instructor shall be responsible for periodic work in a kitchen environment where they may be involved with food preparation, serving, cleaning, and maintenance.