



The Children of the Earth Foundation

JOB DESCRIPTION

Coyote Tracks

TITLE: Instructor
REPORTS TO: Head Instructor

GENERAL FUNCTION

Responsible for the implementation of the Coyote Tracks Program for a group of two to fourteen youth or teens. Implementation includes running program activities guided by Head Instructor, preparing materials for group activities and supervision of students.

QUALIFICATIONS

1. Attendance at the Standard course through the Tracker School. Advanced Standard, Advance Tracking and Scout courses are recommended.
2. Current First Aid and CPR certification (Certifications done at staff training)
3. Experience teaching children and be 19 years or older.
4. Have practical experience using wilderness skills.

JOB SEGMENTS:

PROGRAM

1. Ensure the health and safety of all participants in the program at all times.
2. Implement program activities which meet the goals and mission of The Children of the Earth Foundation Coyote Tracks Program.
3. Participate in activities with the kids.
4. Supervise participants at night as per scheduled rotation.
5. Discipline according to COTEF policy. Document disciplinary action in severe situations.
6. Follow COTEF first aid and emergency procedures and appropriately document any incidents.
7. Be responsible for use of program equipment and supplies.
8. Assist with one Bridge Program per summer.

ADMINISTRATION

1. Attend all scheduled staff meetings.
2. Assist with maintaining compliance with NJ Camp Safety Act standards.
3. Attend staff training week and assist with camp set-up and clean-up.
4. Assume other responsibilities as mutually agreed upon with Program Director.

SUPERVISION

1. Provide ongoing guidance and supervision for interns.
2. Supervise volunteer staff as needed.
3. Complete intern evaluations at the end of the season.

Signature _____ **Date** _____