



Job Description: Spring Outdoor School Field Instructor

THIS JOB IS IN OREGON, 30 MINUTES WEST OF EUGENE

24487 Bolton Hill Road, Veneta, Oregon

- Spring Season: March 27th – June 9th, 2023 (includes training)
- Days: Variable Monday – Friday
- Flexible Schedule
- Available Hours: 13 - 29 hours per week depending on shifts, AM and PM shifts available

Be a caring adult mentor and instructor for 5th and 6th grade students at beautiful Camp Wilani. Our excellent Outdoor School program serves schools from all over Oregon and beyond. People of Color and LGBTQ candidates are strongly encouraged to apply. Camp Fire is non-sectarian and welcoming to all. Bilingual Spanish or ASL are highly desired, but not required. M.Ed. supervised university internships available

Requirements

- Ability and willingness to comply with all COVID-19 safety protocols.
- Desire and willingness to work outdoors for up to eight hour periods, rain or shine!
- Ability to traverse uneven terrain outdoors and carry up to 30 lbs.
- Passion for environmental education and the value of getting children outdoors.
- At least one year of college or university education in a related field.
- At least one year of youth development work.
- Strong willingness to learn and conduct field lessons as assigned.
- Open-mindedness and passion for making every child feel welcomed and valued.
- Interest in learning about the outdoors in a scientific framework.
- Patience, kindness, and an open heart.
- Willingness and ability to adhere to all policies and procedures, and follow emergency protocols as dictated.
- Adaptability and flexibility are a must.
- Ability to work without using a cell phone or having a cell phone out or visible.
- Camp Fire Wilani is a smoke, vape, drug, and alcohol free organization.
- Three professional references required.
- FBI Enhanced Background Check required.

Job Duties

- Aid in the preparation (including organizing, set up and cleaning) of Outdoor School materials.
- Shows up for shifts prepared and on time to instruct field lessons at the program site.
- Facilitates the curriculum for student groups for the duration of their session.
- Commit to learning and applying the Outdoor School curriculum as designed.
- Assists with the pre and post program school visits.
- Provides excellent customer service to students, staff, and coworkers alike.
- Assists with shut down, inventory, and cleaning of Outdoor School materials and shared areas.
- Assists with preparing and serving meals, snacks, lunch prep as assigned by shift.
- Assists with direct marketing of the Outdoor School Program including: mailings, tabling at events, phone calls, and other outreach.
- Maintains a positive, collaborative, adaptable attitude.
- Participates in ongoing professional development and trainings provided by Camp Fire Wilani.
- Seeks to understand and improve organizational systems.
- Participates in the ongoing evaluation and improvement of programs.
- Participates in cleaning and preparing spaces between groups.



Considerations

Vaccines: Proof of COVID-19 vaccines and all available boosters required.

Presentation Expectations: Staff should present neat and clean, no stained or torn clothing. No perfumes or cologne are allowed. Clothing should be neutral and free of swear words, political statements, sexual imagery, religious imagery, violent, racist, or misogynistic imagery. Staff should plan to shower at least every other day and keep their staff shirt clean and unwrinkled. Closed-toed shoes and socks are required during program times and during training.

Shifts and Compensation: Employees work and are paid per 2-4-day ***session***. Staff are required to work *all* the consecutive days of each school/session. This is normally three shifts for AM and two shifts for PM, occasionally four shifts AM and three shifts PM. She Bi-monthly direct deposit or written check as requested. Direct deposit is strongly preferred.

Shifts are 6.5 hours (daily) for AM or PM instructors

AM Instructor Shifts: 8:00 AM - 2:30 PM

PM Instructor Shifts: 1:30 PM - 8:00 PM

Spring 2023 ODS Sessions

Date	Program	Days	INST. #	SHIFTS	PM	PM	Session \$ AM	Session \$ PM
March 27th - 31st	Staff Training	5 Days	ALL	ALL	ALL	ALL	\$250.00	N/A
April 4th - 7th	CA 18, Day Only	4 Days	2	4	N/A	N/A	\$416.00	N/A
April 4th - 6th	SM 82, Overnight	3 Days	8	3	8	2	\$312.00	\$208.00
April 11th - 13th	H 90, Day Only	3 Days	9	3	N/A	N/A	\$312.00	N/A
April 11th - 14th	RC 35, Overnight	3 Days	3	4	2	2	\$312.00	\$208.00
April 19th - 21st	H 87, Day Only	3 Days	9	3	N/A	N/A	\$312.00	N/A
April 24th - 27th	BV 62, Overnight	4 Days	6	4	6	3	\$416.00	\$312.00
May 1st - 3rd	CL 42, Overnight	3 Days	4	3	4	2	\$312.00	\$208.00
May 2nd - 4th	TG 39, Overnight	3 Days	4	3	4	2	\$312.00	\$208.00
May 8th - 10th	PM 63, Overnight	3 Days	6	3	6	2	\$312.00	\$208.00
May 10th - 12th	D/CL 94, Overnight	3 Days	9	3	9	2	\$312.00	\$208.00
May 15th - 17th	M 63, Overnight	3 Days	6	3	6	2	\$312.00	\$208.00
May 17th - 19th	MV 70, Overnight	3 Days	7	3	7	2	\$312.00	\$208.00
May 22nd - 24th	I 38, Overnight	3 Days	4	3	4	2	\$312.00	\$208.00
May 24th - 26th	F 54, Overnight	3 Days	5	3	5	2	\$312.00	\$208.00
May 30th - June 2nd	O130, Day Only	4 Days	13	4	N/A	N/A	\$416.00	N/A
June 6th - 8th	A 80, Overnight	3 Days	8	3	8	2	\$312.00	\$208.00
June 9th	Clean Up Day	1 Day	8				\$50.00	