

**DUBOIS CENTER**  
Illinois South Conference, United Church of Christ  
**Position Description – Nature’s Classroom**



**TITLE:** Instructor  
**REPORTS TO:** Nature’s Classroom Coordinator, Director of Outdoor Ministries  
**SALARY:** \$75-\$80 per day, plus meals and lodging during program sessions

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**Growing Together... In Faith, in Respect for Ourselves and Others, and in our Care for Creation**

**GENERAL INFORMATION:** DuBois Center is the camp and retreat center of the Illinois South Conference of the United Church of Christ. Church membership is NOT a requirement for employment. The Nature’s Classroom team, school personnel, health care and site staff work together to plan and implement the program and ensure the health and safety of each person involved.

**POSITION OVERVIEW:** Instructors create a safe learning environment and teach specific experiential classes from a set curriculum. Students come with their school classes and are generally in grades 5-8. Each instructor has 8-16 students per class or activity. Instructors are responsible for set-up and clean-up at the end of each day and each session. They assist with set-up and leadership of large group activities, and with meal time and transition procedures as well as other activities that support the learning community.

**GENERAL QUALIFICATIONS**

- Enjoys working with people of all ages and possesses a sincere desire to serve others
- Is able to accept and provide supervision and constructive coaching
- Is flexible and open to growth
- Is physically active, in good health, and emotionally stable
- Is willing and able to work in a limited-smoking environment
- Consistently demonstrates a high level of ethics and Christian values

**SPECIFIC QUALIFICATIONS**

- Bachelor’s Degree preferred, H.S. Diploma or GED required
- Teaching experience preferred, especially in outdoor education, elementary or secondary education, recreation or other related disciplines
- Current certification in First Aid and Adult CPR/AED
- Ability to work from a structured lesson plan, adapting to group dynamics as necessary
- Patient demeanor and ability to work with a diverse audience of adults and youth
- Ability to speak to groups of various sizes
- A love of the outdoors and interest in experiential education.

**JOB SEGMENTS**

- Provide for the health and safety of all campers and staff at all times.
- Follow all health and safety guidelines and rules.
- Treat all people with dignity and respect.
- Be a positive and professional role model in all aspects of camp life.
- Warmly greet students and adults on opening day, and help them get settled.
- Orient students and adults to DuBois Center rules and facilities, explaining necessary emergency procedures.
- Set and maintain behavior expectations for students and adults, especially in regards to safety and positive behavior overall.
- Teach approved classes within the designated curriculum, including ones related to nature awareness and exploration, team building and pioneer living.
- Provide supervision and leadership during all designated times, including evening programs.

## **NATURE'S CLASSROOM INSTRUCTOR - JOB SEGMENTS (continued):**

- ❑ Attend all meals and sit at student tables when necessary.
- ❑ Assist with dining hall routines and singing.
- ❑ Adequately prepare for all teaching duties; includes reviewing lesson plans, preparing all necessary materials and learning spaces, knowing appropriate routes to the activity areas, etc.
- ❑ When injuries occur during teaching sessions, provide first aid and emergency assistance to your level of training to students and adults. When injuries occur at other times, provide emergency assistance and refer injured party to the designated Health Care Provider.
- ❑ Report incidents to the Nature's Classroom Coordinator and complete appropriate documentation.
- ❑ Interact positively and effectively with chaperones and classroom teachers, and encourage their active supervision during classes and throughout the day. Report concerns to the NC Coordinator.
- ❑ Help prepare the camp before group arrival and close up after departure.
- ❑ Assist with group arrival and departure.
- ❑ Assist with serving snack and cleaning up afterwards.
- ❑ Return all materials to their proper home. Report when supplies/equipment need to be repaired, replaced or replenished to the NC Coordinator as soon as possible after need is observed.
- ❑ Participate in all designated staff meetings and training sessions. Typical meeting schedule - before group arrival, after evening activities conclude and on the last afternoon of each week, after all the groups have departed.
- ❑ Take care of assigned living quarters and thoroughly clean them at the end of each stay.
- ❑ Complete end-of-week and end-of-season closing procedures, including evaluations and clean-up.
- ❑ Work collaboratively with other program and site staff members to achieve program goals and maintain health and safety standards.
- ❑ Abide by Illinois South Conference and DuBois Center procedures and policies.

## **ESSENTIAL FUNCTIONS:**

1. Cognitive and communication abilities to plan and teach classes to achieve goals for student development
2. Abilities to communicate and instruct students and chaperones in safety regulations and procedures
3. Abilities to observe student behavior, assess its appropriateness, enforce safety regulations, follow emergency procedures, and apply appropriate behavior management techniques
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the camp setting
5. Physical and cognitive ability to respond appropriately to situations requiring first aid or other emergency procedures
6. Physical ability to accompany students on indoor and outdoor terrains over a variety of distances, grades, and conditions

## **NATURE'S CLASSROOM STAFF RECEIVE:**

- meals and lodging while in camp
- a salary or stipend, paid twice a month
- Nature's Classroom or DuBois Center t-shirt

**SEASON:** Our fall season runs from late September through late October, our spring season from late March through early May. Check with the DuBois Center office for specific dates.

**TO APPLY:** Contact DuBois Center or go online to receive an ***Application for Employment - Program***. It will include reference forms, which you will need to have completed and returned directly to the office. Interviews will be set up after completed applications have been received.

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