



Field Institute of Taos

P.O. Box 486 Arroyo Seco, New Mexico 87514 575-770-2391 www.fitaos.org

After School and EdVenture Program Instructor JOB DESCRIPTION

The After School and EdVenture Program Instructor coordinates and facilitates 5 days a week for between 2 and 3 hours a day plus 3 to 4 hours a day on Fridays during the school year, at Taos Charter School and, possibly, at FITaos BASECAMP. This person will be working with groups of up to 16 youth in grades K-5.

In addition this person works with our EdVenture programs (school field trips) and community programming as much as is possible (0-3 days per week) in our shoulder seasons (fall and spring).

This position with Field Institute of Taos is crucial in our ability to run quality programs. This person must be able to manage and lead a group with minimal supervision. Instructors are required to show up prepared (mentally and physically) for each day they are scheduled to work.

Responsibilities include, but are not limited to, the following.

1. Day to day operations:

- be prepared for each day with well-thought-out plans in place.
- arrive at location well before the scheduled program start time.
- transport children safely to daily locations if and when this applies.
- supervise and entertain youth throughout programming.
- implement daily curriculum and activities.
- communicate with parents and youth in a positive manner.
- follow protocols and set a good example of correct levels of safety, hydration and food for activities.
- maintain a high level of awareness, fun, safety and professionalism.
- maintain discipline and orderly conduct for everyone involved.
- remain at afternoon pick-up location until all children are picked up by parents or authorized guardians.
- Supervise and mentor Youth Leaders, when applicable.

2. Assist in development and implementation of new and existing programs:

- generate new curriculum ideas in collaboration with Director and other staff.
- teach in a variety of programs and settings.
- work with Director and other staff in creating daily curriculum and activities (daily plans).

3. Afterschool Program Coordination:

- coordinate with school regarding attendance of students.
- collect and organize paperwork for each individual present.
- report any questions, comments or concerns to the acting Director.
- plan daily and weekly flows and share with acting Director.
- grow and develop program as is appropriate with the infusion of FIT connection to nature, sense of place and healthy, active adventuring.

Required skills include:

- emergency medical training (First Aid and CPR minimum requirements).
- ability to interact with kids on a daily basis with a high level of enthusiasm, caring and professionalism, regardless of outside conditions.
- knowledge of the natural environment including local ecology.
- knowledge of wilderness skills including appropriate behavior when encountering wildlife, weather and other potential risks.
- ability to interact and communicate with parents of youth and with volunteers.
- excellent group management skills.
- ability to work well as part of a team.
- adaptability and flexibility to maintain flow even as new situations arise.