



JOB DESCRIPTION

TITLE:	Literacy Instructor/Facilitator (June 5 – August 13, 2017)
REPORTS TO:	Manager of Special Programs
LOCATION:	158 Millbrook Road, Blairstown, New Jersey, 07825
CLASSIFICATION:	Exempt

SUMMARY

The Literacy Instructor/Facilitator is responsible for the safe and effective implementation of the Princeton-Blairstown Center's (PBC) adventure-based experiential and environmental education curriculum at the Blairstown Campus. The Literacy Instructor/Facilitator is primarily responsible for engaging small groups of students in hands-on reading and writing activities during PBC's Summer Bridge program. The Literacy Instructor/Facilitator utilizes a youth development model that actively engages participants and supports them in achieving individual and group goals and helps students increase their social emotional learning (SEL) and problem solving skills.

MAJOR DUTIES

- Develop and deliver innovative literacy and writing workshops, set-up and maintain Peyton Library and other assigned spaces, and collaborate with PBC staff to help participants utilize their creative writing and journaling skills throughout the season.
- Develop, facilitate, and debrief adventure based/experiential education curriculum including adventure course, low and high ropes course, rock climbing, hiking, canoeing/kayaking and swimming, and restoration programming designed to help students develop social-emotional skills that include learning to communicate cooperatively, problem solve, and work together to achieve common goals.
- Facilitate occasional unchaperoned groups and provide overnight supervision.
- Design a sequence using PBC curriculum, create lesson plans, and develop new program activities appropriate to the participant population.
- Ensure the safety of all participants at all times.
- Maintain a friendly, cooperative, and professional relationship with fellow staff, chaperones, and partner organization stakeholders.
- Correctly teach outdoor adventure, environmental education, and expedition specific skills to participants as per PBC expectations and protocols.
- Lead off site day trips, river expeditions, and rock climbing.
- Assist with program logistics and administrative duties.
- Assist with housekeeping and facility upkeep as needed.
- Participate in job-related training and staff meetings.
- Work collaboratively with internal and external individuals to ensure the successful functioning of the Blairstown Campus and PBC programs.
- Demonstrate a professional demeanor which is reflective of the values and standards of the Princeton-Blairstown Center in all formal and informal contacts with the organization's constituencies.

- Perform other duties as assigned.

QUALIFICATIONS

- At least 18 years of age.
- Some college, preferably in Education, Psychology, Literature, or other related fields.
- Documented experience working with young adults, individually and in groups.
- Documented experience in at least one of the following areas: creative writing, journalism, poetry, etc.
- Experience leading and or facilitating low and high ropes courses, canoeing, backpacking, expeditions, and rock climbing, preferable.
- Excellent verbal and written communication skills.
- Outstanding customer service skills, group facilitation skills, and logistical planning experience are a must.
- First Aid, CPR and ARC Lifeguard Certification preferred.
- Experience living or working with people from diverse cultures or backgrounds preferred.
- Able to work well with a team of others and a co-leader on a one-to-one basis.
- Able to work long hours, including evening and late night programs, in high stress conditions.
- Able to live and work in both outdoor settings and urban settings.
- Able to lift and carry up to 40 plus pounds for extended periods at a time while backpacking.
- Able to work in high places such as ropes courses and in trees.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders in a multi-cultural environment.
- Personal qualities of integrity, credibility, professionalism, a commitment to lead by example, and dedication to the mission of PBC.

Salary: \$3,375 (Gross) for the summer. Housing and board is provided at the Blairstown, New Jersey Campus.

Rev: 01/24/17