



## **JOB DESCRIPTION**

**TITLE:** LITERACY INSTRUCTOR/FACILITATOR (June 18 – August 19, 2018)

**REPORTS TO:** Program Manager

**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.

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