

## **Emerald Bay Outdoor Academy Instructor (ALGAE: Archery, Lifeguard, and Assistant Educator)**

The Emerald Bay Outdoor Academy is a youth science education program based at Camp Emerald Bay on Catalina Island and operated by the Western Los Angeles County Council, Boy Scouts of America. Our mission is to ***inspire the next generation of environmental stewards*** through overnight science programs and Educational Outreach Partnerships. Our students come from public, private, charter, and homeschool organizations. We serve students in grades 5<sup>th</sup> through 12<sup>th</sup> every Spring and Fall.

### **Job Dates:**

- This is a seasonal position.
  - Fall season is August 25 (flexible) – November 9, 2024
  - An option to attend lifeguard training will be offered in camp if staff are not already lifeguard certified.
- Average of 40 hours per week with opportunities for overtime.

### **All-Staff Responsibilities:**

- Provide exceptional customer service to all student and adult chaperone program participants.
- Maintain professionalism in the workplace and around camp.
- Attempt the American Red Cross Lifeguard certification (passing is required for ALGAEs). An option to complete the training is offered at Emerald Bay during the week prior to staff training week.
- Instruct courses for students attending 3, 4, and 5-day overnight outdoor education programs.
- Provide lifeguarding for Outdoor Academy and other Emerald Bay programs.
- Provide basic first aid.
- Clean and maintain camp equipment and course materials.
- Assist with the general cleanup and cleaning of camp.
- Participate in staff trainings.
- Participate in weekly staff meetings.
- Assist with meal serving when assigned.
- Provide retail help in the Ship's Store trading post when assigned.
- Other duties as assigned in camp may include work projects and providing staff assistance for non-Academy groups such as YMCA weekend groups.

### **Instructor (ALGAE) Specific Responsibilities:**

- ALGAEs support the Outdoor Academy programs by instructing student activities including archery, paddleboarding, snorkeling, kayaking, and float tests and providing instructional assistance to Naturalists in other courses.
- Complete Lifeguard Training and Waterfront Skills Module.
- Provide course instruction for kayaking, paddleboarding, and snorkeling.
- Provide equipment management and maintenance for kayaking, paddleboarding, and snorkeling.
- Facilitate equipment checkout procedures.
- Complete archery range training.

- Provide archery course instruction.
- Maintain archery equipment.
- Provide instructional assistance to Naturalists.
- Assist with or oversee Dock Crew: docking, loading, and unloading of charter boats to and from camp.
- Assist with general maintenance and cleanliness of the waterfront.

**Qualifications:**

- Passion for outdoors and education
- High school degree or equivalent
- 18+
- Strong swimmer
- American Red Cross Lifeguard Certification with Waterfront Skills additional certification.
  - If staff are not already lifeguard certified, an option to obtain American Red Cross certification will be available the week before staff training begins. Staff may opt to complete lifeguard training with another provider and reimbursement may be arranged with prior authorization from the Program Director.
- Previous experience working with youth
- Flexibility as job demands can change quickly
- Ability to work long, physically and mentally demanding days which include a variety of land and water-based activities
- Self-starter, able to work independently and in a group
- Desire to learn and grow professionally and contribute to a growing program
- Ability to pass background check
- Authorized to work in the United States

**Benefits**

- First and last boat ticket to and from Catalina Island are provided.
- Hourly pay rate is \$17.27/hour with opportunities for overtime.
- Housing and meals in the dining hall are provided subject to a weekly salary deduction of \$246.24.
  - Most staff reside in Bunk Cabins, with 3 staff per bunk room which is connected to another 3-person room via a shared bathroom and shower. Visit the facilities page for photos: <https://www.campemeraldbay.org/facilities/#1599675911977-3b4e7ad1-d67e>
- Two free staff t-shirts for new staff and one free staff shirt for returning staff in subsequent seasons.
- Use of facilities and recreational equipment during off hours to explore the world class waterfront and the rugged West End of Catalina Island.
- Training opportunities include American Red Cross with CPR/First Aid/Waterfront components and Catalina Naturalist.

**Additional Job Information:**

- Staff must reside on-site at Camp Emerald Bay in staff housing.
- Prior to employment all staff are responsible for completing livescan fingerprinting and passing a background check, completing California AB 506 Mandated Reporter Training, and passing a Tuberculosis (TB) screening test. Fingerprinting and TB testing fees are applicant responsibility.

# Emerald Bay Outdoor Academy

Environmental Literacy at the Gem of Catalina

- Staff are responsible for completing a pre-camp physical to be completed using the Annual Health and Medical Record Part C requiring a physician signature.
- Staff are employed by the Western Los Angeles County Council, Boy Scouts of America. A current BSA membership is required and can be completed in camp upon arrival and paid for in the Ship's Store for \$35.
- Pets are not permitted in camp.
- Paid leave is not provided however off-island travel for personal needs may be accommodated with advanced written notice.

## **To Apply:**

- Send the following to Joschi Anderson at [Joshua.Anderson3@scouting.org](mailto:Joshua.Anderson3@scouting.org):
  - Resume
  - Cover Letter
  - Three professional references