

## **NCAS CAREERS Weather Camp Assistant Instructor Position Description July 2017**

### Scope of Responsibilities:

The NCAS CAREERS Weather Camp Assistant Instructor is responsible for supporting the Weather Camp Instructor with the overall operation of the two-week weather Camp program at Howard University. The Assistant Instructor receives instruction from the Weather Camp Instructor for the implementation of program plans and overseeing students in a variety of settings. The Assistant Instructor will also help the Instructor in delivering a variety of educational activities. Working collaboratively within a team environment, the Assistant Instructor will report directly to the Instructor.

### **THREE (3) - FOUR (4) WEEKS COMMITMENT - JULY 09<sup>TH</sup> - 21<sup>ST</sup> CAMP DATES**

### Competencies Required:

The NCAS CAREERS Camp Assistant Instructor shall have the following competencies:

- (a) The ability to supervise high school-aged students in a variety of settings; or
- (b) The ability to supervise middle school-aged students in a variety of settings;
- (c) The ability to treat all students in a respectful, responsible and fair manner;
- (d) The ability to demonstrate appropriate responses to student-initiated interactions;
- (e) The ability to demonstrate fair and sound judgment when coping with conflict situations;
- (f) The ability to take direction from supervisors;
- (g) The ability to work effectively as part of a team;
- (h) The ability to apply knowledge and experience of health and safety requirements;
- (i) The ability to work and communicate effectively within the academic institutional community of the given camp site, including parents, staff, school staff and students; and
- (j) The ability to apply knowledge, experience and commitment in the areas of ethnic, cross cultural, and racial understanding, as well as human rights and diversity;

### Qualifications:

- (a) Experience in a teaching, camp or recreational setting;
- (b) Valid First Aid/CPR certification or willingness to obtain training is strongly preferred;
- (c) Experience as a professional in atmospheric sciences is strongly preferred.
- (d) Physical abilities consistent with requirements of the job that may include personal and physical care.

Qualifications: continued

(e) Must enjoy working with pre-teenagers/teenagers.

(f) Degree in Physical Science, working towards a Degree in Physical Science, and/or a combination of degree with three (3) years' experience, working with pre-teens/teens in instructional settings.

Specific Job Components:

The CAREERS Weather Camp Assistant Instructor shall perform tasks as assigned by the Weather Camp Instructor.

These tasks may vary, from time to time, and include but are not limited to assisting with the following:

(a) Organize structured, educational activities inside, and outside the classroom;

(b) Guide the development of final project activities, and ensures alignment with CAREERS Camp overarching theme.

(c) Provides instruction to camp participants in basic meteorology, atmospheric, and related earth sciences.

(d) Ability to transfer knowledge and skills and assists campers in achieving activity or lesson goals.

(e) Conducts hands-on laboratory experiments and demonstrations that reinforce key concepts in atmospheric sciences.

(f) Oversees the implementation of the survey, blogging, and reporting for the camp.

(g) Generates a summary report on the camp activities, incorporating student and chaperone evaluations.

(h) Report incidents and accidents through established forms and procedures;

(i) Attend and participate in staff meetings and training sessions as required;

(k) Supervise students to ensure a safe environment;

(l) Provide feedback on his/her observations of students to the Instructor;

(m) Other duties as required.