

Reports to: Site Director, Lead Teacher & Senior Guide

Job Purpose

A Junior Guide assists the Lead Teacher & Senior Guide. As assigned, provides assistance with instructional activities under the supervision of the Lead Teacher or Senior Guide. Is responsible for knowing the whereabouts of each child in his/her charge at all times during program hours.

Duties and Responsibilities

- Guide children in the use of available instructional resources.
- Stimulate children's interest in individual and group activities.
- Provide a safe learning environment to motivate children.
- Knowledgeable of all policies and rules of TerraTime and assist in their enforcement.
- Observe all rules and regulations established by TerraTime.
- Work closely, cooperatively and amicably with all team members.
- Report any illness and/or injury of children immediately to supervisors.
- Report to work on time.
- Notify the Site Director if he/she must be absent or late for any reason.
- Report problems and seek advice from the Site Director and/or Executive Director when needed.
- Participate in appropriate in-services, professional development, meetings, trainings and/or program functions as required.
- Perform other duties as assigned.

Qualifications

- Must be at least 13 years of age.
- Possesses good listening and responsibility skills.
- Demonstrates appropriate behavior at all times.
- Patient, enthusiastic, self-controlled and dependable.
- A love for children and a strong desire to make a difference every day.
- Ability to build relationships with coworkers and create a dynamic environment where play and learning happens.
- Ability to speak, read, and write English.

Physical Requirements & Working Conditions

Must be able to walk, bend, stand, squat or sit on the ground (with children) throughout a 5-hour day; able to lift children up to 50 pounds; able to see and hear well enough to keep children safe; able to physically respond quickly in an emergency; remain actively engaged and involved with children outdoors each day (including all ranges of temperatures or humidity levels, subject to safety guidelines); understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances.