

HULBERT OUTDOOR CENTER PROGRAM INSTRUCTOR JOB DESCRIPTION

The prime responsibility of an instructor is to work with participants at the Hulbert Outdoor Center in residential programs emphasizing teambuilding, ropes course, natural history, and other curriculum areas.

Instructors at the Hulbert Outdoor Center work very hard. We usually work a five-day work week, though on occasion some programs require additional time including work on weekends. Our days are long (7:00 am to 9:00 pm), and the instructor job demands a great deal of energy and commitment. Instructors often do prep work for programs outside of regular work hours.

At Hulbert we work with children from many different types of educational backgrounds including homeschoolers as well as public, private, and parochial schools. We are committed to adapting our program to meet the needs of the children who attend our programs. In addition, we live and work in a community setting involving shared housing, shared meals, and often, shared recreational activities. We set high standards for instructors both for performance and for community relations.

Instructors spend the majority of their work time with middle-school-aged children participating in a Hulbert school program. Additionally, instructors support other Hulbert programs as determined by the needs of the organization and the skills and interests of the individual instructor. All employees participate regularly in tasks that support our programs including housekeeping, facility upkeep and maintenance, office work, and other behind-the-scenes activities.

In our work with children Hulbert staff take on many responsibilities and job descriptions. In a given day an instructor's role could be defined as teacher, facilitator, counselor, comedic actor, naturalist, trip leader, supervisor, janitor, emergency care giver, coach, or friend—often all at the same time. Hulbert instructors are generalists, encouraged to build skills in many different areas in order to assess and to meet the needs of the children and the program.

Hulbert is committed to providing a supportive, high quality work environment for instructors. Instructors have ample opportunities to develop their teaching skills, to work with educators from several different schools and philosophies of teaching, and to research and implement new activities and styles of presentation.

Hulbert Instructors receive a salary, room and board on campus at the Hulbert Outdoor Center, paid staff training, and discounted prices on Hulbert Programs including Leadership Training Courses.

If you are interested in an instructor position at the Hulbert Outdoor Center please review the qualifications and send us a cover letter and resume.

PROGRAM INSTRUCTOR QUALIFICATIONS

- Bachelor's degree or equivalent experience.
- Age 21 or older.
- First aid training, WFR preferred.
- Valid driver's license and a clean driving record.
- Ability to lead day hikes of up to 8 miles, and other outdoor activities on rugged, steep trails.
- Ability to lift and carry 40 pounds.

- Demonstrated experience teaching children, preferably in a residential outdoor education environment.
- Experience with teambuilding and high ropes course curriculum.
- Understanding of basic natural history concepts.

- Ability and desire to work positively and productively during long hours with children of diverse ages and abilities, outdoors in varied conditions.
- Commitment to participating as a member of a hard working, residential, supportive, and positive community of educators.
- Willingness to take on varied tasks that support the program.
- Willingness to learn from others and to work to learn and grow as a professional educator.
- Willingness to be flexible and to adapt your energy and work to meet the needs of the program.

Salary:

\$280.00/week plus room and board, paid training.

Please note: Due to the nature of our work and community, pets are not allowed at the Hulbert Outdoor Center.

Send resume and cover letter to:

**Jason Knowles
Director
Hulbert Outdoor Center
2968 Lake Morey Road
Fairlee, VT 05045**

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PROGRAM INSTRUCTOR

EMPLOYMENT INFORMATION

The following information addresses some of the most commonly asked questions regarding employment at the Hulbert Outdoor Center, and should help you in contemplating employment as a Hulbert instructor.

The Aloha Foundation, Inc.

Our parent organization, the Aloha Foundation, Inc., is a private non-profit educational foundation that operates three residential summer camps, Camp Aloha, Camp Aloha Hive, and Camp Lanakila, Summer Horizons Day Camp, Ohana Camp and the Hulbert Outdoor Center.

The Aloha Camps are among the oldest camps in the country (Camp Aloha was founded in 1905), and have a reputation for offering high-quality traditional camping experiences.

The goals of the Aloha Foundation are to foster personal growth, self-reliance, self-confidence, cooperation, and a sense of community in people of all ages and backgrounds. In the (slightly paraphrased) words of one of our founders: "Other camps specialize in tennis or swimming, we specialize in children."

The Aloha Foundation opened the Hulbert Outdoor Center in 1978 allowing for opportunities to work year-round with individuals of all ages.

Our Location

The Hulbert Outdoor Center is located on Lake Morey in Fairlee, Vermont, near the Vermont-New Hampshire border, about midway north to south of either state.

The town of Fairlee is a small (about 900 residents) rural community in the Upper Connecticut River Valley. Many of the residents of Fairlee are seasonal, inhabiting the cottages and summer homes around Lake Morey and Lake Fairlee. We are about 20 minutes by car from Hanover, NH and Dartmouth College, about 2 hours from Burlington, VT, about 2 ½ hours from Boston, and 3 hours from Montreal.

Most of Hulbert's year-round activities take place on the campus of Camp Lanakila, the Aloha Foundation's camp for boys. Our main campus offers comfortable winterized accommodations and dining facilities for about 80-100 children, and is also the location of our high ropes course, and other program facilities.

The Aloha Foundation owns five camps in Fairlee and West Fairlee, totaling over 1000 acres, most of which is undeveloped forest. In addition, our camps are located adjacent to other undeveloped parcels, including town forest and other accessible land, allowing a great deal of outdoor recreational and educational activities in our own backyard.

We are also convenient to many outdoor recreation activities, including hiking, climbing, and backcountry skiing in the White and Green Mountain National Forests and skiing in New Hampshire and Vermont.

The Hulbert Community

Staff at the Hulbert Outdoor Center are energetic, active individuals with high standards for excellent programs. Each season we employ 10-20 instructors who live on campus and work together as a coherent community. All of our Instructors have bachelor's degrees, or have equivalent experience in the outdoor education field. On occasion we also employ interns and assistant leaders who may be 18-21 years of age.

Hulbert has seven year-round administrative staff members, and three full-time kitchen staff. Maintenance staff and administrative personnel are also employed year-round by the Aloha Foundation.

The Employment Period

In most cases, instructors are hired to work at Hulbert on a seasonal basis. Our Fall season usually runs from the last week in August to the Friday before Thanksgiving in November. Our Spring season usually runs from the second week in March to the first week in June. Most instructors end up working more than one season, and additional opportunities exist for employment with Hulbert or with the Aloha Camps in the Summer.

The School Program

During the school year, the Hulbert School Program works with about 2,500 children from seventy schools from all over the Northeast. Most of our programs involve children in grades five through eight, though we also work with older and younger students on occasion. School Programs range in length from one to six days, with the majority lasting three to five days.

Hulbert School Programs are customized based on the needs of the school, with activities adapted to the age, abilities, and goals of the school in attendance. Most Hulbert School Programs address goals related to group dynamics, interpersonal skills, and communication, and thus our teambuilding and ropes course curriculum is the prime focus of our work with children. Other program activities and community living at Hulbert reflect the goals of the teambuilding and ropes course curriculum as well.

Depending on the wishes of the school, we also lead day-long mountain hikes, offer natural history lessons, teach basic outdoor skills, and offer other experiential activities. We also lead evening programs including New Games, night walks, campfires, and large-group teambuilding activities.

During each program, instructors usually work with a “core group”, a consistent group of 8-12 children usually assigned by teachers prior to the school’s arrival at Hulbert. Instructors monitor the group’s progress and facilitate initiatives and other activities that build skills that can transfer back to the school, home, or community environment. A typical Hulbert program places a great deal of emphasis on structured time with the core group, but also includes whole group activities, less structured recreation time, and of course, ample time for sleep in the evening.

During most Hulbert School Programs, teachers and other adult chaperones from the school supervise children during recreation time, from roughly 4-6 p.m., allowing staff some time each day to maintain program needs, prepare activities and, when possible, to take a break. Adults from the school also supervise children overnight in the cabins, and school program staff are usually off duty by 9:00 p.m.

Program Schedules

A typical schedule for a week-long program, and an outline of a typical day are included in this packet of information. At Hulbert, however, it is often challenging to explain anything as typical. Our varied schedule, varied client base, and our commitment to customizing activities for participants, leads to a wide variety of schedules. Hulbert staff become quite skilled at adapting and modifying activities to be appropriate for different age and ability levels.

Homeschool Programs

Several times a year Hulbert offers programs designed specifically for children who are schooled at home. The focus of these programs is to build a strong community and to work, learn, and have fun together. We work with children 9-17 years old, and many of the children (about 80%) in each program are returning participants. For these reasons our homeschool programs offer an opportunity for staff to build lasting relationships with children. Much of the program consists of “Exploroptionals”—seminars led by staff members on varied topics, often including arts & crafts, outdoor skills, and other interesting subjects. These weeks often feel a bit more like a camp than a typical school program, and both the program and the children are always staff favorites.

Staff Training

The Hulbert Outdoor Center offers paid staff training at the beginning of each program season. Staff training is a chance to communicate information and expectations regarding our work with children. Staff training includes significant time working on and participating in teambuilding activities, and building facilitation and reviewing skills. We also work to have some common understandings related to effective educational environments, and strategies for work with children. Of course, we also spend some time reviewing the policies, procedures, and practices related to our work.

Staff training is also a time when we work to “practice what we preach” and to begin to develop a working community among staff members.

Hulbert staff also have opportunities to take courses from Hulbert’s Leadership Training Programs at a reduced cost, or on occasion, free of charge if the skills involved are essential to your work. Such programs involve wilderness first aid training through SOLO, wilderness skills classes including paddling and whitewater rescue, and Red Cross Lifeguarding.

Staff Housing

During the School Program season, staff live on campus in staff housing. In general, our staff housing is a comfortable and enjoyable place to live. Most of our staff live in one of two older New England Farmhouses that offer many of the typical charms and challenges of older buildings. Every staff member has their own bedroom, and shares common living and kitchen spaces with 3-6 other individuals. In general, staff members are provided with a bed and a dresser and often with other furniture that has been acquired over the years.

Food

Hulbert staff are provided with food during their employment. In most cases, food is available in the dining hall with program groups. During non-program times, staple foods are available from the kitchen through a simple requisition process. In general, Hulbert serves good quality institutional food, and traditionally a number of our staff and participants are vegetarians.

Compensation

During the school program, Hulbert staff receive a weekly salary issued in bi-weekly pay periods. Currently we do not offer health or dental insurance, though we do have some information researched by previous Hulbert staff related to low-cost insurance options.

Applying for a Position

If you are interested in a position at the Hulbert Outdoor Center, please provide a cover letter and resume and any supporting information, such as letters of reference. Upon receipt of this information, if we feel we have a position that may match your skills and experience, we will contact you to schedule an interview. If possible, we prefer to conduct interviews in person on location here at the Hulbert Outdoor Center. You are also welcome to visit on the day of your interview or at another time while a program is in progress, and to speak with Hulbert Staff concerning their experiences here. Phone interviews are also available if you are unable to visit Hulbert in person.

Summer Employment

Several positions are available to Hulbert staff over the summer months. Summer employment positions are usually filled during the winter/spring season and instructors are encouraged to apply for appropriate positions. Summer employment assignments involve additional application and interview procedures with appropriate program directors. Many Hulbert instructors work during the summer at one of the other Aloha Camps. A summary of summer possibilities follows:

Ropes Course

The Hulbert Outdoor Center operates our high ropes course throughout the summer months for children attending the Aloha Camps. Hulbert staff members facilitate activities and train summer camp staff to work on the course. Working on the ropes course in the summer is an excellent opportunity to gain a great deal of experience with the technical and interpersonal aspects of ropes course work. Summer ropes course staff also participate in the culture of the Aloha Camps.

Horizons Day Camp

The Aloha Foundation's newest summer program is the Horizons Day Camp for children in kindergarten through sixth grade. Horizons offers camp activities including swimming, boating, sailing, land sports, nature, drama, music, and more during three two-week sessions. Counselors work with children leading activities and building relationships with wonderful families from the Upper Valley.

The Aloha Camps

Lanakila, Aloha, and Aloha Hive offer traditional full-season and half-season residential summer camp programs (7 weeks & 3 ½ weeks). The Aloha Camps are excellent camps with a long history of running extremely high-quality programs. Camper-staff ratios are low—about 2-1, and the emphasis is on building strong relationships with children. Counselors lead activities and also live with a “tent family” offering support, guidance, and friendship to a group of children throughout the summer.

A Typical Day for an Instructor in the Hulbert School Program

- 7:15 a.m.** Core groups helping to cook breakfast arrive. Instructors working with those groups manage group members and help the chefs and the core group prepare the meal
- 7:45 a.m.** **Morning Staff Meeting**—Quick information for the day.
- 7:55 a.m.** **Breakfast**—Family style in the Dining Hall. Instructors and chaperones from the school sit with children, monitor appropriate table behaviors, engage in conversation, and just generally enjoy each other’s company.
- 8:45 a.m.** **Post Meal Jobs**—Core groups assist with clean-up of the meal and the facility. Instructors manage groups and work toward the completion of assigned tasks. Groups strive to meet the goals of the teambuilding curriculum even while working together to complete jobs.
- 9:15 a.m.** **Morning activity block**—Instructors lead activities, usually with their core group. The schedule is arranged by block, within the bounds of the block description, instructors usually have significant freedom concerning how they organize the block of time, what activities they lead, and how they review or debrief activities with their core group.
- 11:30a.m.** Teacher Time – Students and Instructors have time to prepare for afternoon lessons. Students participate in activities designated and supervised by chaperones and teachers.
- 12:00p.m.** **Lunch**—Buffet style in the Dining Hall, usually available until 1:00 p.m. Lunch usually takes place in core groups, and happens buffet style so that core group leaders have flexibility regarding when to end morning activities. Instructors coordinate lunch for their own groups. Core groups are self-sufficient for set up and clean up of their lunch dishes.
- 1:00 p.m.** **Afternoon Activity Block**—similar to morning activity block.
- 4:00 p.m.** **Recreation Time**—Students participate in less-structured activities coordinated and supervised by adult chaperones from the school. Instructors have time to prepare for upcoming activities, to meet, and usually, to take a short break.
- 5:00 p.m.** Core groups helping to cook supper arrive (see breakfast description). Others continue with recreation time.
- 5:55 p.m.** **Supper**—Family style in the Dining Hall (see breakfast description).
- 6:45 p.m.** **Post Meal Jobs** (see breakfast description).
- 7:15 p.m.** **Evening Program**—Instructors lead activities. Most evening programs involve whole group activities, some, such as night walks, are core group activities.
- 8:30 p.m.** **Evening Program ends.** Time for announcements and a snack. Instructors finish any uncompleted jobs.
- 8:45 p.m.** **Goodnight**—Instructors prepare for the next day and depart, and occasionally meet to discuss the day’s events as needed. Chaperones organize activities, or move students to cabins for bed, as appropriate for their age and tiredness.

Sample Schedule – *Other activity blocks may be substituted to meet the needs of the school.*

Program Goals: To increase group cooperation, trust and communication.

To provide opportunity for students to challenge themselves.

To promote class unity and have fun together in the outdoors.



Monday	Tuesday	Wednesday	Thursday	Friday
	7:55 Breakfast	7:55 Breakfast	7:55 Breakfast	7:55 Breakfast
Arrival Move in to Cabins New Games and Teachers' Meeting Break into Core Groups	Group Journey 11:30 Teacher Time	Teambuilding 11:30 Teacher Time	Mountain Hike (all day)	Cabin Cleaning and Inspection Activity Block
Lunch	Lunch	Lunch	Lunch	Lunch
Teambuilding 3:50 Recreation Orientation	Teambuilding 4:00 Recreation	High Ropes Course 4:00 Recreation	Mountain Hike 4:00 Recreation	Core Group Closure 1:15 Final Activity 1:30 Departure Core Groups
5:45 Dinner	5:55 Dinner	5:55 Dinner	5:55 Dinner	
7:15 Evening Activity	7:15 Evening Activity	7:15 Evening Activity	7:15 Evening Activity	
8:30 Snack and Goodnight	8:30 Snack and Goodnight	8:30 Snack and Goodnight	8:30 Snack and Goodnight	