

# 2011 ROYAL RANGERS ADVANCEMENT ACADEMY

## JOB DESCRIPTION—ASSISTANT MERIT INSTRUCTOR

### Requirements

Must be at least 18 years of age.

Must be a born-again Christian, receive a positive recommendation from his Pastor and be approved by the Merit Camp Staff.

Must demonstrate a willingness to cooperate with and follow the instructions of the Camp Commander.

Must agree to abide by all policies and procedures of the Advancement Academy and carry out all duties contained in this job description.

All staff are asked to pay a fee as outlined on the registration form to cover the cost of their meals and camp for the week. This helps keep down the cost of the camp for the campers.

### Duties and Expectations

Take time to pray for each camper before the camp begins. Take time to get to know as many campers as possible as time allows.

Assist in the registration process as assigned by the Camp Commander, Assistant Camp Commander, or Camp Coordinator.

Assist the primary instructor in setting up visual aides, seating, etc. prior to the arrival of the students.

Assist in paperwork and other assignments as requested by the primary instructor.

Assist the primary instructor in teaching, demonstrations, use of visual aides, etc. as needed.

Assist the primary instructor in signing off requirements as each boy completes them.

Keep an accurate tally of honor patrol points (classroom points) for every session you teach. You will award points for being on time, class behavior, etc. Score sheets will be given to each instructor at supper each evening.

Turn in Honor Patrol point sheets immediately following each session (turn in morning session points at lunch, afternoon session points at supper, etc.). A designated place at the office will be provided to turn in score sheets.

Participate in "Secret Place" (personal devotional time) each morning (or as time allows at some other time during the day).

Deal with discipline problems according to the Progressive Discipline Policy. Severe discipline problems are to be referred to the Camp Commander, Assistant Camp Commander, or Camp Coordinator.

Start and end each of your class sessions on time. If you finish early, you are still responsible for those boys until the end of the session. If this happens, you may take the boys for a hike, etc.

Keep an eye out for boys who are ill or homesick. Those who spend a lot of time alone may need some extra attention to "draw them out." If a boy says he does not feel well, take him to the camp nurse.

Make every effort to build team spirit and accountability with regards to honor patrol (i.e. behavior, being on time to events, uniform of the day, etc.).

Staff are not to take equipment from the designated equipment area without it being signed out by the quartermaster. Staff are not to take equipment from the office area without it being signed out by the office coordinator. Equipment must also be signed in by the quartermaster or office coordinator. Report any damage to equipment at the time it is signed back in to the quartermaster or office coordinator.

If you have a grievance, talk to the Camp Commander or Assistant Camp Commander. Do not talk about the problem with campers or other staff members.