



**CHADWICK**  
INTERNATIONAL

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## Outdoor Education Instructor Intern Job Description

**Description of job:** CIOE instructor interns will learn from instructors and assist in planning, instructing, and delivering the safety and curriculum of courses. Instructor interns are required to manage students from wake-up time, through meals, throughout all course activities, evening program, and into bedtime. Instructor interns are expected to sleep near student tents to be available throughout the night. Staff will cultivate a fun and positive learning environment by engaging in games and lessons with the curricular outcomes in mind. Instructor interns are required to take daily detailed notes on each student and to summarize observations and comments on their students. CIOE Staff are required to understand and follow all CIOE policies and procedures, attend all prep and post days, complete course paperwork in a timely and professional manner, fulfill logistical roles in preparing for and closing courses, and work and live in a professional manner that exemplifies the core values for the duration of the contract.

**Location of job:** Chadwick International School in Songdo, South Korea and a wide variety of course areas within South Korea possibly including, but not limited to: Muui Island, the greater Seoul/Incheon area, Bangtaesan National Forest, the Yeong-Nam Alps, YongHyun National Forest, YongHwa National Forest, Cheongnyangsan Provincial Park, Bongwha County, the Nakdong River, and the rivers of the Han River Watershed.

### Detailed Instructor Intern Responsibilities

- All field staff are responsible for maintaining and updating their qualifications in all required certification, such as Wilderness First Aid and CPR certificates.
- All courses begin with a one to four-day pre-course orientation. Orientations generally begin at 8:00 a.m. Instructor interns are to be punctual and prepared and should have set aside personal business for the duration of the orientation and course.
- For each course instructor interns are to assist instructors in producing a written log detailing the following: each day's activities, lessons, and camp locations; all accidents, incidents, near misses, any first-aid administered, course area information, and itinerary recommendations.
- All field staff must read, know, and follow the Chadwick International Outdoor Education Policies and Procedures and follow the written syllabus for the course.
- Instructor interns will make sure all Chadwick equipment, including items rented or loaned to students, is returned at the end of the course in clean condition and any damaged equipment is logged.
- Instructor interns will be required to assist instructors in completing a written assessment on each student from their group while out on a course. This assessment, completed in concert with a teacher chaperone, will involve feedback on OE curriculum and integrated interdisciplinary academic curriculum.
- Courses will end with a debrief between instructor teams or field staff as a group and program administrators. Field staff needs to bring all applicable paperwork, including a detailed course log, to turn in at the debrief. The course log will be reviewed; paying attention to any risk management concerns, accidents, behavioral incidents or near miss information which is noted and added to the course report. Field staff will complete an incident report form for each



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incident. Instructor interns will receive feedback from their instructors regarding performance and target areas for growth.

### **Instructor Intern Qualifications**

- Instructor interns must have appropriate medical qualifications, a minimum of which is a current Aid and CPR, or higher.
- Instructor interns are aspiring educators, aspiring outdoor and experiential educators, and/or aspiring outdoor professionals.
- Applicants should have a desire to learn and practice experiential and outdoor education philosophies, methods, and techniques with youth in grades 1-12.
- Applicants should (preferably) be proficient in English and Korean.
- Applicants should be able to recognize appropriate and inappropriate student behavior. Instructor interns will follow instructors decisions and directions on managing student behavior. This includes the ability to give feedback, and deal positively with conflict and stress.
- Applicants should have the technical skills necessary to travel safely in the course areas used and in particular, the activities taught on course.
- Applicants should be positive environmental role models with some knowledge of natural history or the desire to learn.

### **CIOE Staff Contract Details and Benefits**

Instructors are hired as Independent Contractors and are paid via a one-time wire transfer upon completion of the contract. Per diem rates are competitive and based on experience. Accommodation is provided while on contract. Meals are provided during student contact days and field-based non-student contact days.

Round trip airfare, booked through the school's travel agent, is provided from the instructor's home of record. Chadwick International pays all local taxes and dues to the Republic of Korea. It is the contractor's responsibility to report taxable income to their home country. Staff are provided with temporary travel and accident insurance through TIE Care/Global Benefits Group.

Staff are provided housing while out of the field in the school's guest apartments, a room in faculty apartments, and/or shared student housing. All accommodations within walking distance of supermarkets, restaurants, parks, and public transportation. Staff also have access to school and apartment facilities including the climbing wall, pool, weight room, yoga studio, laundry, and wifi in the apartments and on campus. Instructors are required to bring their own gear for use on courses (paddling equipment and shelters for staff is provided), however, they may use program equipment for personal use when it is not being used by the program.



## CIOE Contractor Behavior and Conduct Expectations

The following expectations apply to all contracted CIOE staff throughout their contracts, and include general behavior when staff are “off”, in shared school housing, and using school facilities. Staff are held to these expectations, and they provide a framework for consideration for future employment:

- Staff are expected to live and work within the core values of the school, **Honesty, Respect, Responsibility, Fairness, and Compassion**. These values are extended to relationships and interactions with students, faculty, peers, and parents/families in the field, at school, and throughout South Korea and in Songdo.
- Staff are expected to treat students, faculty and peers as “individuals”; including recognizing, respecting, and accommodating their values, beliefs, developmental needs, and comfort values. Discrimination, sexual harassment, and exploitation of any kind is not tolerated.
- Staff are expected to conduct all aspects of their work with competence, including technical skills, paperwork and writing, and logistical tasks. Staff are asked to report any limitations of their boundaries of competence to their appropriate co-instructors, peers, and program administrators.
- Staff are expected to work, live, and behave in a professional manner, including in situations where conflict may arise. Staff are encouraged to work through conflict with other staff and faculty in a timely and appropriate manner and to bring situations of conflict to appropriate program administrator(s), or the Principal of Student Well-Being, when necessary.
- Staff are expected to accept responsibility and accountability for their decisions, actions, and words. While the program has policies and procedures that all staff are required to know and follow, often their decisions on student management, curriculum delivery, physical demands and rigor of their itineraries and how they implement their itineraries, among many other decisions and actions in the field and in shared housing affect the student outcomes and others’ abilities to perform at work.
- Staff are expected to be punctual and ready to work with the necessary materials to all program meetings, gatherings, and functions. Staff are encouraged to seek clarification when needed and to be open and honest about their needs in meeting this expectation. While on contract staff will need to work within the concepts of “group time” and “individual time”, and recognize how their personal time management affects the larger staff group time management.

Independent Contractor staff are required to comply with the following school employee policies, as set forth by the Human Resources Department in the CI Employee Handbook