

## **ACA STANDARDS INSTRUCTOR/ASSOCIATE INSTRUCTOR — SERVICE DESCRIPTION**

### **Overview**

Instructors are volunteers who have extensive experience with the ACA accreditation program and are trained to teach the curricula offered for camp directors and visitors. It is highly encouraged that local standards chairs and standards committee members are instructors.

While it is generally preferred that accreditation-related training courses are taught by two or more people, instructors may teach independently if needed. Associate instructors must teach with a co-instructor until reevaluated and promoted to instructor.

### **Prerequisites**

1. Have served as a visitor for at least five visits over a minimum of two years.
2. Current ACA member.
3. Previous facilitation and instruction experience, particularly in working with adults.
4. General knowledge of state regulations affecting organized camps preferred.
5. Demonstrated knowledge of the current standards, contextual education, the Annual Accreditation Report, and the ACA online tools used by camps and visitors for visit preparation.
6. Knowledge and acceptance of the Conflict of Interest statement for ACA volunteers (see below).
7. Submit the required New Instructor Application providing all information requested.
8. Recommendation of the local standards chair(s).

### **Qualifications**

1. Meet all criteria required for visitors.
2. Demonstrated commitment to and support of the ACA Accreditation Program.
3. Broad understanding of camping and/or outdoor education program operations.
4. Demonstrated high level of understanding of different camp program models and how to apply the standards to them.
5. Demonstrated knowledge, understanding, and support of the mission of ACA and accreditation.
6. Consistently demonstrated strong judgment and other visitor skills.
7. Demonstrated ability and willingness to be an ambassador for ACA.

### **Required Training**

All instructors must complete the New Instructor Course, a multi-day in-person workshop that includes practice teaching, both individually and in teams, as well as opportunities to review standards and applicability and to give and receive feedback. Those who successfully complete the course are identified by the trainers as instructors or associate instructors, based on knowledge as well as teaching performance. For associate instructors, trainers recommend a number and type of co-teaching opportunities to be completed before the associate instructor becomes an instructor.

In addition to satisfactory completion of the New Instructor Course, all instructors must complete an Instructor Update Course after major revisions to the standards or as required by the National Standards Commission.

### **Desired Competencies**

1. Strong ability to apply standards interpretations to specific situations.

2. Ability to provide feedback that supports the educational aspects of the accreditation process.
3. Demonstrated understanding of the role of education in the accreditation process.
4. Ability to lead a team and guide a process to an end result.
5. Ability to interpret standards in multiple settings and to articulate those interpretations.
6. Ability and willingness to make compliance decisions.
7. Ability to manage conflict.
8. Ability to relate to people in a positive and supportive manner.
9. Ability to analyze and educate through review of written and oral information.
10. Understanding of how adults learn.
11. Understanding of the integrity of accreditation as a national program delivered locally by volunteers.
12. Ability to articulate the mission of ACA, the value of the camp experience, and the role of the accreditation process in risk management.

### **Final Approval to Serve as an Instructor/Associate Instructor**

Final approval to serve as an instructor/associate instructor is based on:

1. Satisfactory completion of the New Instructor Course.
2. Endorsement of the standards chair, local standards Committee, and LCOL/Affiliate Board of Directors.
3. Indication by the candidate that he or she is ready to assume the responsibility of providing standards instruction for the field office or affiliate office.

### **Responsibilities and Expectations**

1. Keep up to date on revisions/additions to the standards and changes to the process and curricula.
2. Complete regular update training as required by the National Standards Commission
3. Assist the local standards chair in identifying qualified candidates to serve as associate visitors and visitors.
4. Share availability with and assist the local standards staff member and Standards Committee in scheduling Accreditation Process Workshops, Associate Visitor Courses, and Visitor Update Courses offered in the local area.
5. Deliver training courses in accordance with the curriculum materials provided by the National Standards Commission. Note: The curricula may not be changed without approval of the ACA standards training manager.
6. Submit training reports after training events as requested.
7. Continue to serve as a visitor.
8. Instruct or co-instruct a course for camps or visitors, in person or virtually, at least once every two years.
9. As needed and available, lead follow-up discussion required for those who complete online standards training.
10. Serve as a member of the local Standards Committee/Team when asked.
11. Serve as a mentor for a camp or visitor if requested.
12. Teach the curricula to the intended audience (ACA camps and/or volunteer visitors). Should you be asked to use the curricula for a different audience, please contact the ACA director of training.

### **Professional Code of Conduct for ACA Standards Volunteers: [Professional Conduct for Visitors](#)**