

Position Description

POSITION: Riding Counselor
CAMP LOCATION: Trefoil Ranch
CLASSIFICATION: Seasonal Staff Member
RESPONSIBLE TO: Equestrian Director

JOB ACCOUNTABILITIES:

- Work with fellow counselors under the direction of the Equestrian Director to plan and provide a quality, progressive horseback riding and horse care program for all campers.
 - Assist in teaching staff their riding program responsibilities during staff training.
 - Evaluate riding ability of staff and campers.
 - Teach and enforce all safety rules.
 - Teach and facilitate horseback riding and horse and tack care lessons (including ground, arena, and trail) based on the age and skill level of the campers.
 - Assist in writing program outlines and lesson plans that allow for progression of activities and accomplish specific program goals.
 - Teach and monitor the proper use of equipment; report broken or missing equipment in a timely manner.
 - Assist with horse care as assigned, including mucking stalls, grooming, and feeding.
 - Assist with setting up the barn area during staff training and breaking it down at the end of the season.
- When not involved in a riding lesson, work with fellow counselors under the direction of the Unit Leaders to plan and provide quality Girl Scout program to a unit of campers.
 - Know the girls in the unit and help them learn to respect the rights of others and to understand the differences and similarities of other campers.
 - Teach workshops, activities, games, songs, and projects to girls.
 - Guide activities and experiences through girl planning, group decision-making, and girl leadership in the camp unit.
- Be responsible for camper care and supervision twenty-four hours a day (including nighttime).
 - Help resolve camper problems and conflicts, including homesickness.
 - Ensure campers have sufficient activities and supervision at all times.
 - Assist girls in keeping units and other camp areas clean.
 - Eat meals with the campers and supervise clean up after meals.
- Assist with basic camp operation procedures.
 - Assist with unit and camp housekeeping, sanitation, and care of supplies and equipment.
 - Assist with weekly camper check in/out.
 - Assist with camp-wide programs including workshops, all camps, campfires, camper's choice activities, and flag ceremonies.
 - Assist in keeping records and making reports as needed.
 - Attend and participate in staff training and the closing of camp.
- Assist with kitchen duties as needed including meal preparation and clean-up for up to one week in duration.
- Understand and implement safety guidelines and standards as outlined by Girl Scouts of the USA, the American Camp Association, and any state and local codes.



- Perform additional duties as assigned.
- Job duties may be subject to change pursuant to the activities of the camp, camp needs, and the organization as a whole.

CAMP STAFF ROLE IN MISSION EFFORTS:

- As a camp staff member, you are a representative of Girl Scouts of Utah. People form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to or member of the council, and thus, these impressions can influence their actions.
- As a staff member, it is your accountability to work collaboratively and cooperatively with other staff members, volunteers, parents, and community representatives to ensure results for mutually acceptable goals.
- All staff members are required to join the Girl Scout movement, accept the belief and principles of the Girl Scout movement, and have the ability to work with diverse populations.

QUALIFICATIONS:

- Have experience with horseback riding and the care of horses; be familiar with western riding style and equipment.
- Hold current Red Cross First Aid & CPR certifications or the equivalent.
- Hold a current Utah Food Handler's Permit.
- Ability to follow direction from Team Leaders, adhere to policies, and follow camp procedures.
- Ability to communicate and work with groups of girls ages 6-17, and provide necessary verbal instruction to campers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations, and apply appropriate behavior management techniques.
- Ability to respond in a crisis situation.
- Have the council required health forms and documentation completed by a physician to ensure the well being of living and working in an outdoor camp setting that includes:
 - Ability to bend down and move, lift, stock, and carry boxes, program materials, and supplies (up to 50 pounds).
 - Ability to walk, stand, and work on feet up to 8 hours a day.
 - Ability to live in a high elevation (up to 6500') and outdoor setting.
 - Have visual/auditory ability to respond to environmental and other hazards related to summer camp activities.