

## Position Description

**POSITION:** High Adventure Director  
**CAMP LOCATION:** Trefoil Ranch  
**CLASSIFICATION:** Seasonal Staff Member  
**RESPONSIBLE TO:** Assistant Camp Director

### JOB ACCOUNTABILITIES:

- As a member of the camp Leadership Team, work with the Camp Director and High Adventure Counselor to plan, develop, and manage a quality, progressive challenge course program for all campers.
  - Teach staff their challenge course responsibilities during staff training.
  - Write program outlines and lesson plans that allow for progression of activities and accomplish specific program goals.
  - Teach and enforce all safety rules; follow standard rules applicable to challenge courses.
  - Direct the daily setup, take down, and equipment check of all elements on the course.
  - Safely and effectively execute group programming including, but not limited to, planning, facilitating, and debriefing activities; perform rescues as necessary.
  - Teach and monitor the proper use of equipment; submit requests for equipment and supplies when needed.
  - Set up the challenge course during staff training and break it down at the end of the season.
  - Complete weekly and end-of-season reports.
- Work with the High Adventure Counselor to plan and provide a quality, progressive archery program.
  - During staff training, assist in teaching staff their responsibilities while at the archery range.
  - Teach and enforce all safety rules; follow standards for Girl Scouts of the USA, the American Camp Association, and USA Archery at all times.
  - Oversee the instruction of archery lessons.
  - Assist in maintaining archery equipment and archery range; perform and document weekly safety inspections of equipment.
- Supervise and evaluate the High Adventure Counselor and Ropes/Archery Counselors
  - Create schedule for the High Adventure Counselor.
  - Create schedule for Ropes/Archery Counselors; work with Unit Leaders to ensure adequate coverage and time off.
  - Train High Adventure Counselor and Ropes/Archery Counselors in their responsibilities; provide additional support as needed.
  - Train select Unit Counselors and Unit Leaders in belaying and related skills during staff, training; provide additional support as needed.
  - Work with the Unit Leaders to assign trained staff for challenge course sessions.
- Manage health and safety conditions at the challenge course and Archery Range
  - Ensure the first aid kit is properly stocked with supplies.
  - Report and document accidents and incidents promptly.
  - Ensure safety and cleanliness of the challenge course and all related equipment.
  - Ensure safety and cleanliness of the archery range and all related equipment.
  - Ensure challenge course and archery range meets all health and safety standards.
  - Complete daily ropes/equipment logs.
- When not managing the challenge course program, participate in general camp program and operations.
  - 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.
  - Attend and participate in staff training and the closing of camp.
  - Eat meals with the campers and supervise clean up after meals.
- Lead all programs involving off-site trips.
  - Accompany all groups participating in off-site programs including biking and rafting and ropes course.
  - Secure reservations for off-site program providers.
  - Complete unit out-of-camp paperwork and rosters; ensure copies of waivers, health, and release forms accompany every off-site trip.

- Act as lifeguard on all rafting trips.
- Work with Camp Director to provide a quality, progressive bicycling and rafting program.
  - Teach staff their responsibilities for biking and rafting programs during staff training.
  - Teach and enforce all safety rules; follow standards for Girl Scouts of the USA, American Camp Association, and state and local codes pertaining to bicycling and rafting.
  - Maintain and inventory bicycles and equipment; perform weekly safety inspections of all bicycles and equipment.
  - Adjust bicycles as needed to meet the needs of each rider.
- 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.

#### **QUALIFICATIONS:**

- Minimum of 2 years of relevant experience.
- Hold current Red Cross First Aid & CPR certifications, or the equivalent; Wilderness First Aid preferred.
- Hold current Red Cross Lifeguard and First Aid/CPR for the Professional Rescuer certification.
- Have completed certification or documented training from a recognized organization or certifying body for ropes/challenge courses such as ACCT Level II Practitioner.
- Possess good organizational, leadership, and teaching skills:
  - Ability to schedule and manage time, resources, and people.
  - Strong decision making skills while exercising good judgment.
  - Six weeks experience in a management or supervisory role; six months preferred.
- 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.
  - Possess strength and endurance required to climb ropes/challenge course elements up to 40 feet tall up to 12 times per day and to perform rescues of campers from all elements of the course.

Summer camp is a great way to add work experience and desirable skills to your resume - especially for those pursuing a degree in education or recreation! However, all majors and backgrounds are welcome and encouraged. For more information on job accountabilities and qualifications, please see the attachment.