

**Job Description**

**Position:** High Adventure Director (TR)

**Responsible To:** Assistant Camp Director

**Classification:** Seasonal Staff Member

**Camp Location:** Trefoil Ranch

**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**

* A certified driver is preferred.
  + (Clear MVR background, be at least 21 years of age and provide proof of auto insurance and motor vehicle licensing)
* 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.

**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 strongly encouraged to join the Girl Scout movement and accept the beliefs and principles of the organization. GSU is committed to fostering an environment of equality in which people of diverse backgrounds and identities are treated with dignity, courtesy, and respect. All staff members are responsible for upholding these values and are expected to thoughtfully work with diverse populations.