



POSITION DESCRIPTION

POSITION TITLE: Adventure Guide
OPERATING UNIT: Camp Trivera
CLASSIFICATION: Part-Time, Hourly/Safety Sensitive

POSITION SUMMARY

This position requires an energetic, adventurous, and safety conscious individual to further the mission of Girl Scouts Western Oklahoma through the implementation and operations of a wide range of adventure activities including the rock wall, zip line, pool, lakefront, low/high ropes, archery, and other program areas as assigned. This position is responsible for facilitating adventure activities offered to Girl Scouts and outside user groups by leading programs focused on team building, leadership, and group dynamics, and coordinating, planning, teaching, and executing scheduled adventure programming. Responsibilities include routine assembly, inspection, and operations of the adventure program equipment and working with administration to ensure participant supervisory operations and activities are following state regulations, ACA standards, and Girl Scouts Safety Activity Checkpoints.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain high standards of participant health and safety at all times, including learning and following emergency protocols as needed.
- Lead or assist in the direction, supervision, and organization of both Girl Scout and outside user group participants within activities throughout the day, to meet the intended participant outcomes.
- Properly set up and perform pre-use inspections for adventure activities as well as clean up and complete any follow up documentation. Keep all program supplies in good repair and communicate any supplies that are needed to the administration in a timely manner.
- Assists with weekend programming for girls and works with adult volunteers for weekend troop events.
- Conduct pre-use safety checks on all program equipment and log its use as required.
- Explain, model, and give clear instructions to participants during adventure activities. Monitor and help participants complete adventure activities with clear communication and encouragement.
- Lead constructive debriefing after activities and facilitate team building through activities where possible.
- Must be able to deal calmly with stressful situations and people.
- Ensures daily, weekly, and monthly Trivera operations are met to potentially include: housekeeping, bookings, scheduling, and other duties as assigned.
- Provide guidance, direction, and overall support for Adventure Guide volunteers.
- Attend required in-service training for each adventure activity certification held.
- Be a role model to participants, volunteers, and staff in your conversations, attitudes, and behavior.
- Must be available to work varied shifts, including weekends and holidays.
- Assist in developing and maintaining written standard operating procedures for assigned positions and duties.

- Actively participates in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
- Other duties as assigned.

Required Abilities and Physical Demands:

- The ability to read text and information and comprehend instructions and manuals.
- The ability to enforce appropriate safety regulations and emergency procedures.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the facilitation of adventure activities.
- Physical ability to respond appropriately to situations requiring First Aid. Must be able to assist adults and children in an emergency (fire, evacuation, illness, injury, etc.) and possess strength and endurance required to maintain constant supervision of participants.
- Physical ability to move about the camp property, both on and off trail, in a variety of environmental conditions without assistance.
- Must be able to maintain leadership and emotional stability while facilitating activities, sometimes under stress.
- Ability to stay energized and maintain a positive attitude.
- Must be able to stand for extended periods of time and be comfortable working outdoors and at heights.
- Ability to frequently lift and carry up to 50 pounds, occasionally while reaching, bending, and climbing.

Skills and Qualifications:

Qualifications: Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must also fulfill the following:

- Must be at least 16 years of age.
- Experience working with children preferred.
- Experience in the development and delivery of adventure activities preferred.

Certificates, Licenses, and Registrations:

- Must be willing to obtain or hold current certifications in First Aid, CPR, and AED.
- Must be willing to obtain or hold current certification in various adventure activities including rock wall, zip line, lifeguarding with or without waterfront certification, archery, low or high ropes, and small craft safety. ACCT Level 1, American Red Cross, and other equal certifications and trainings are preferred and will be provided.

Additional Job Requirements:

- Clearance of a background check and drug screen.
- Must become a registered member of the Girl Scouts.
- Ability to work independently, effectively manage time to make deadlines and to solve problems using excellent judgment and decision-making skills.

- Willingness to participate in all adventure activities enthusiastically, providing support and guidance to those assigned as leaders.
- Access to reliable transportation to and from the job site.

As an employee, you are a representative of Girl Scouts Western Oklahoma and 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 the council, thus the impression we make through community and professional contacts, and involvement in collaborations with agencies, groups or organizations is important. Fund Development and Membership Recruitment is a role assumed by all staff positions.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

I have read and understand the position description. I further understand and acknowledge that this current position description supersedes all former versions and shall in all instances apply.

Employee Name (Printed)

Employee Signature

Date

Mission Statement:

**Girl Scouting builds girls of courage confidence
and character who make the world a better place.**



United Way
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