

Position Description

Position Title: Adventure Assistant
Reports To: Seasonal Supervisor
Status: Seasonal, Non-Exempt
Salary: \$290 per week

Position Summary

The Adventure Assistant is responsible for overseeing the climbing wall, low ropes, alpine tower and assist in maintaining outdoor adventure equipment. This includes implementing program for the girls and instructing/assisting other staff members.

Major Responsibilities

- Supervises adventure park, climbing wall, archery and aquatic activities during the summer program.
- Assist with low ropes as needed.
- Maintain climbing wall, adventure park, archery and aquatic equipment.
- Maintain outdoor gear (tents, tarps, cook stoves, etc.) and keep storage area organized and safe.
- Instruct outdoor skills as requested.
- Assist units with trip preparation as needed.
- Assist units with primitive camping as needed.
- Works with supervisor to coordinate adventure programs.
- Maintains records and prepares reports as requested.
- Participates in staff team efforts, displaying a positive and cooperative attitude.
- Other duties as assigned by the Director or designee.

Additional Accountabilities

- Demonstrated leadership and teaching skills.
- Actively supports all efforts to increase cooperation, communication, and collaboration between and among staff members, volunteers, and girls.
- Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Maintains strict confidentiality when handling sensitive information.
- Attends all administrative meetings as needed.
- Continually seeks and accepts opportunities for personal and professional growth.
- Belief in the purpose and value of Girl Scouting; must be an active member of Girl Scouts or become a member upon acceptance of position.
- Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences.

- Ability to communicate with staff, campers, and parents with diplomacy and tact.
- Responds to all emergency and crisis situations quickly and calmly.

Requirements

- Minimum age of 18
- Knowledge of and experience in camping and outdoor skills.
- Must have appropriate climbing experience and certifications, or a willingness to learn and obtain certification.
- Must have a current Lifeguard certification or the ability to attain one.
- Demonstrated leadership and teaching skills.
- Hold current certification in standard First Aid and CPR as per ACA guidelines

Physical Requirements

Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the Council.

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing, and stretching;
- Moderate lifting (up to 50 pounds);
- Walking on uneven terrain, up and down hills for distances up to ½ mile multiple times a day
- Endurance to meet emergency needs;
- Ability to live in a camp setting and work irregular hours;
- Ability to tolerate daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

Disclaimer Statement

The above are intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties, and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.

Employee's Signature _____

Date _____