

## Seasonal Adventure/Challenge Manager

### Position Description

#### **Position summary**

The Adventure/Challenge Manager has the primary responsibility of developing and implementing a safe, fun, positive, fulfilling, and educational summer camp experience that supports membership growth and retention. The Adventure/Challenge Manager will coordinate, develop, demonstrate, instruct, and encourage campers, volunteers, and staff in land-based, non-equestrian recreation activities which, dependent on the equipment possessed at each camp facility, may include but are not limited to: all-camp activities, archery, challenge course elements, cycling, initiative games, and on-site and off-site trips.

#### **Responsibilities including but not limited to:**

1. Coordinate, in conjunction with the efforts of the management team, a safe, enriching active camp community.
  - a. Model policy and safety compliance
  - b. Immediately correct performance issues of assigned staff (in private) for actions that have the potential put the health and safety of a camper or other staff at risk.
  - c. Document and report to Camp Director any and all performance concerns,
2. Assist with the development and implementation of all-camp activities as they are determined by the Program Manager/Asst Camp Director each camp session:
  - a. Develop the ideas/titles of all-camp activities approved by the Camper Council.
  - b. Work in conjunction with the Program Manager, Arts Specialist, and Leadership Program Participants to set-up, execute and clean-up all-camp activities.
3. Actively participate in all camp functions:
  - a. Eat with campers and supervise table clean-up after meals. Coordinate with all staff to supervise after-meal activities.
  - b. Sleep in camper units as assigned. Assist with intra-unit routines, activities and problem-solving.
  - c. Contribute to the camp community by helping where needed, keeping the needs of the girls first, and maintaining a publicly positive attitude.
4. Manage campers, volunteers, and equipment prior to, during, and after any land-based, non-equestrian recreation activity daily/weekly/seasonally:
  - a. Set-up challenge course, archery field, cycle shed and bike racks, and athletic areas prior to and during staff training. Promptly report any equipment needs/requests to the Camp Director.
  - b. Teach staff their responsibilities at each respective area of camp during staff training.
  - c. Teach and monitor proper use of equipment.
  - d. Meet weekly with the management team to schedule activity sessions for unit groups/campers.
  - e. Conduct initial and end-of-season inventory, and store equipment for safety.

- f. Check equipment and make, or file report for, repairs.
  - g. Conduct daily checks of equipment for safety, cleanliness and good repair.
  - h. Write, with the help of the activity specialists, and check lesson plans for all activities; update lesson plans at the end of the season to reflect lessons as they were delivered.
  - i. Keep records on all participants; help them progress from beginner to more advanced levels.
  - j. Follow standard rules applicable to all activities as determined by Girl Scouts of Minnesota and Wisconsin Lakes and Pines (GSMWLP) and Girl Scouts of the USA as published in Safety Activity Checkpoints.
  - k. Assist in packing all materials and supplies for on-site and off-site recreation activities.
  - l. Drive participants to off-site activity locations as requested.
  - m. Oversee packing all materials and supplies to be safely stored during the off-season.
  - n. Evaluate current season and make recommendations for equipment, supplies, and programming for following seasons.
5. Manage assigned activity staff and complete daily, weekly, and seasonal tasks pertinent to the function of camp:
- a. Schedule assigned staff to deliver activity lessons to units/campers.
  - b. Schedule and maintain "time-off" schedule for staff while under direct supervision; coordinate with Unit Leaders to maintain "time-off" schedule for dually assigned staff.
  - c. Attend and actively participate in management meetings for the purpose of sharing and gathering information pertinent to activity staff, schedules, campers and the entire camp. Actively participate in administrative decisions as they are presented.
  - d. Maintain a weekly log and compile data for a weekly report to be submitted to the Camp Director at the close of each session.
  - e. Compile data from weekly log and reports for a final report to be submitted to the Camp Director at the conclusion of the camp season.
  - f. Complete and submit evaluations of activity staff at the conclusion of each session.
  - g. Participate in mid-season and end-of-season staff evaluations as requested.
  - h. Coordinate, attend and participate in the closing of camp property at the conclusion of the camp season.
  - i. Perform other duties as assigned by the Camp Director.

### **Essential Functions**

Applicants for the Adventure/Challenge Manager position should, at minimum, have the ability to:

- Successfully complete all pre-employment and post-employment screenings including, but not limited to, background check.
- Obtain/retain registration as a member of Girl Scouts of the USA.

- Obtain/retain a valid driver's license and vehicle insurance. And ability to maintain legal compliance in the safe transports of girls and staff in Multi Passenger van.
- Obtain/retain basic first aid and CPR from the American Red Cross or other nationally recognized health and safety organization.
- Follow, maintain and enforce appropriate safety regulations and behavior management techniques. Including but not limited to having two staff present when checking harness and helmets at Camp Shingobee Timbers.
- Manage staff and campers in the event of an emergency situation by following established GSMWLP safety standards
- Ability to climb, crouch and walk on uneven terrain and demonstrate safe and proper use of a variety of programing equipment.
- Ability to actively participate in physical programing with participants.
- Ability to work indoors and outdoors in all types of weather
- Ability to lift and carry up to 50 pounds
- Adapt to the changing demands of the position.
- Apply independent discretion within the boundaries of the position.
- Work various days and hours including weekends and evenings, while maintaining strength and endurance required for living and working in a rustic environment.
- Effectively communicate verbally and in writing with staff, volunteers, campers, parents and guardians.
- Obtain/retain “Lead Facilitator” challenge course safety training as provided by GSMWLP (Camp Shingobee Timbers) and ABEE an approved Professional Vendor Member (PVM) of the Association for Challenge Course Technology (ACCT). (Available during preseason training).
- Obtain/retain National Archery Association Level 1 Instructor training or have documented experience and skill in teaching/supervising a safe archery and Tomahawk ranges. (Available during preseason training).
- Coordinate an adventure/challenge course program using a course designed for camp (Camp Shingobee Timbers).
- Supervise and coordinate with peers.
- Set up demonstration area and establish a program to teach skills.
- Accept guidance and supervision.

### **Reporting relationship**

The Adventure/Challenge Manager is supervised by the Camp Director.

### **Qualifications**

The ideal candidate for the position of Adventure/Challenge Manager should, at minimum, possess:

- At least 21 years of age.



- Bona Fide Occupational Qualification of at least 21 years of age to drive a multi-passenger van in the safe transport of girls and staff compliant with council insurance requirements.
- Experience and desire to work extended hours and in close proximity with children and other diverse populations.
- At least one (1) year experience at a residential camp/youth facility working with and serving diverse populations
- Documented experience in archery, tomahawks, athletics, challenge course management and/or facilitation (Camp Shingobee Timbers), and cycling (Camp Sanderson).
- Developed and demonstrated people and project management skills with ability to build relationships, present concepts and recommendations, and motivate and inspire others.
- Demonstrated knowledge of, or willingness to learn, Girl Scout program, principles and standards, as well as the mission and vision of GSMWLP.
- Strong leadership skills.
- Honesty, integrity and trust while performing all job duties.