
**Girl Scouts Western Pennsylvania
– Camp Staff Job Descriptions –
Assistant Horseback Riding Director**

Reports To: Horseback Riding Director

Supervises: Unit Counselors

Employee Name (Print): _____

Employee Signature _____ **Date** _____

Purpose

Under the supervision of the Horseback Riding Director, the Assistant Horseback Riding Director is responsible for providing direct supervision and support to both Horseback Riding Instructors and overnight campers, identifying and meeting the needs of overnight campers, planning and implementing camp program, and working to provide an exceptional camp experience to every camp participant.

Essential Functions

Staff/Camper Support

- Support and supervise Horseback Riding Instructors in all capacities, including:
 - Day-to-day operations, schedules, and routines
 - Camper behavioral management
 - Delegating tasks and managing appropriate workloads and time off
- Ensure a positive atmosphere and well-being for all campers and Horseback Riding Instructors
- Recognize and respond to opportunities for problem-solving in a group setting
- Maintain communication with the Horseback Riding Director regarding barn and camper status and needs
- Maintain strict confidentiality and professionalism when handling sensitive information regarding business affairs, programs, campers, or staff members
- Interact daily with campers and work to provide a safe and consistent environment
- Understand and know staff and campers—help them to respect the diversity of others and appreciate differences and similarities so that campers get the most out of their stay at camp

Program

- In coordination with the Horseback Riding Director, award campers with accolades earned at camp, complete weekly Camper Highlights, and coordinate any additional program needs
- Assist with feeding horses and barn maintenance tasks
- Coordinates use of facilities, supplies, equipment, and activities to ensure barn schedules meet session goals and activities are balanced and geared toward campers' ages, interests, and abilities
- Responsible for leading and assisting fun and meaningful activities for campers; model constructive and enthusiastic participation in all barn programs
- Works in conjunction with the Program Director and Program Instructors to create weekly schedules for a girl-driven, safe, creative, and educational program for campers for all campers to experience success

Health and Safety

- Help conduct a daily safety check of the following:
 - Condition of the tack
 - Condition and cleanliness of tack room, stable areas, and horse ring
 - Condition of fencing and pastures
- Help conduct a daily health check of horses, including their physical condition and temperament
- Assist with the evaluation of each rider for the following:
 - Knowledge of horses
 - Skill level in riding familiarity with the type of saddle
 - Comfort in working with horses
 - Language barriers
- Check for the rider's readiness (proper attire, protective headgear, and signs of fear or overconfidence) to participate
- Ability to maintain and do minor repairs of horseback riding equipment
- Ability to teach and supervise riding participants
- Provide first aid treatment within the scope of your training as needed and when appropriate
- Help conduct an end-of-summer inventory and clean-up of the horse program equipment and area

Positive Relationships

- Contributes to the diversity of the council by ensuring that all materials, activities, and programs are sensitive to and reflective of the interests, values, and needs of people of all racial /ethnic groups, cultures, belief systems, and abilities
- Support and promote campers and fellow staff to take risks and seek challenges
- Maintains and manages a high level of customer service with parents, fellow staff, and council staff

Requirements and Desired Qualifications

Requirements –

- Minimum 19 years of age
- Willingness to adhere to principles of Girl Scouting, Girl Scout Law, and Girl Scout Promise
- Current First Aid/CPR certification (or willingness to obtain)
- Experience working with youth in an education capacity; outdoor education experience preferred
- Ability to learn and willingness to develop skills in a variety of program activities
- Ability to prioritize the needs of campers and communicate with and provide direction to campers and staff of varying age and skill levels
- Ability to provide constant supervision of campers and help campers navigate emotional well-being during their time at overnight camp
- Ability to function as a camp staff team member and work effectively with peers
- Ability to identify, respond, and adapt to environmental or other hazards related to camper supervision
- Ability to share living quarters with other staff (may include cabins, platform tents, or lodges)
- Ability to establish and maintain boundaries with campers and fellow staff
- Hold or have evidence of certification by an accredited horsemanship instructor training organization or documented proof of a minimum of three years of experience successfully instructing in a general horseback riding program

- Ability to endure prolonged standing, bending, walking, hiking, sun exposure, heat, and other weather conditions, and have an understanding of and be comfortable navigating around wildlife animals (insects, reptiles, mammals, etc.)
- Willingness to learn and adapt to new situations, surroundings, and circumstances quickly and effectively
- Ability to go without electronic devices for several hours or days at a time while on duty (excluding medically necessary devices)
- Provide at least three professional references

Desired Qualifications –

- At least six weeks of experience in a supervisory capacity (preferably in organized youth activities)
- Desire and ability to teach, work, and relate successfully with campers and fellow staff members
- Passion and excitement for the outdoors, programs offered (climbing, horseback riding, sailing, archery, hiking, etc.), and providing an exceptional program to each camper
- Demonstrated maturity, sound judgement, integrity, and flexibility
- Enthusiasm, patience, and a sense of humor

Physical Working Conditions -

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must have the:

- Ability to endure prolonged standing, bending, reaching, walking, and hiking
- Willingness to work outdoors with exposure to all weather conditions including sun, heat, rain, humidity, etc.
- Understanding of and being comfortable navigating around wildlife animals, i.e., insects, reptiles, mammals, etc.
- Capability to lift or move objects up to 10 pounds on a regular basis and occasionally lift or move objects of up to 50 pounds
- Noise level is usually minimal to moderate