

## Girl Scouts Western Pennsylvania

– Camp Staff Job Descriptions –

### Horseback Riding Director

**Reports To:** Camp Director

**Supervises:** Assistant Horseback Riding Director

**Employee Name (Print):** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Purpose

Under minimal supervision, provide an effective Horseback Riding program by directly supporting and supervising the Assistant Horseback Riding Director, managing all program areas and needs in the barn, assisting the administrative team and Camp Director, and assisting with planning, development, and implementation of camp logistics, staff training, and barn program.

### Essential Functions

#### Administrative

- Works in conjunction with Program Instructors and Unit Leaders to create weekly schedules for girl-driven, safe, creative, and educational programs for campers
- Coordinates use of facilities, supplies, equipment and activities to ensure unit schedules meet session goals and activities are balanced and geared toward campers' ages, interests and abilities
- Responsible to lead and assist fun and meaningful activities to campers; model constructive and enthusiastic participation in all barn programs
- Be available on the radio at all time while on site
- Effectively oversee and manage barn supply budget and barn inventory
- Manage the ordering, purchasing, and distribution of barn supplies for the camp season

#### Staff/Camper Support

- Assist in the daily, weekly, and seasonal management of camp staff, including:
  - Development and implementation of staff training, program, evaluation and feedback
  - Meeting regularly with barn staff (1-3 times weekly) to provide and take feedback to better enhance the program offerings available at camp
- Maintain strict confidentiality and professionalism when handling sensitive information regarding business affairs, program, 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 to appreciate differences and similarities so that campers get the most out of their stay at camp.

#### Program

- Ability to organize horseback riding schedules and activities as well as schedule staff to meet the needs of the program
- Ability to train and supervise horse staff
- Ability to teach and supervise riding participants
- Responsible to lead and assist fun and meaningful activities to campers; model constructive and enthusiastic participation in all barn programs

## 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 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 over confidence) 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 the summer inventory and cleanup 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 interest, 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.

## Requirements and Desired Qualifications

### Requirements –

- Minimum 21 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)
- At least one season (six weeks) of experience in a supervisory capacity (preferably in organized youth activities).
- Ability to learn and willingness to develop skills in a variety of program activities.
- Ability to think and act calmly in a crisis.
- Ability to keep accurate, legible records.
- 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 resident 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 directly on ground, primitive camping, rustic 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 experience successfully instructing in a general horseback riding program
- Willingness to learn and adapt to new situations, surroundings, and circumstances in a quick and effective manor
- Ability to go without electronic devices for several hours or days at a time while on duty (excluding medical necessary devices)
- Provide at least three professional references

*Desired Qualifications –*

- Knowledge of Girl Scout Leadership Experience and the Girl Scout National Portfolio
- 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 resident camp experience 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, and humidity, etc.
  - Understanding of and be 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