

## Camp Position Description

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**Position Title:** High Adventure Specialist  
**Department:** Mission Delivery  
**Reports To:** Program Director  
**Pay Range:** \$130 - \$160 / Week  
**Seasonal Position—Summer 2022 at Camp Mitre Peak**

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### POSITION SUMMARY

The High Adventure Specialist plans and coordinates camp trips, oversees management of outdoor equipment and adventure programming.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and delivers a high adventure program that is appropriate to the age and abilities of the campers. Ensures appropriate progression of all activities.
- Leads camp adventure activities such as wilderness hiking, primitive camping, and orienteering.
- Teaches staff and campers the skills necessary for a fun and safe adventure program including personal and group health and safety, care and use of equipment emergency procedures, etc.
- Maintains records of inventory, inspection, repair and check in/out of camp equipment
- Ensures all high adventure and high-risk activities comply with Safety activity Checkpoints and ACA requirements.
- Collaborates with unit staff and program staff with supplies, equipment, staffing and activities to ensure trips comply with policies and procedures and monitor equipment usage.
- Collaborates with Program Director to plan and prepare for off camp trips, including but not limited to applying for permits, reserving campsites, preparing paperwork and packing equipment.
- Assists in the general operation of camp as assigned by the Camp Director or Program Director; files itinerary with supervisor before each trip.
- Set a good example for campers and staff in terms of cleanliness, punctuality, manners, appropriate language, appropriate attire, etc.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Report suspected child abuse to Camp Director immediately
- Comply with personnel policies
- Subscribe to the mission and beliefs of the Girl Scouts of the USA by becoming a member if not already a member

### Qualifications

To perform this Position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

#### A. Education and/or Experience

- At least one season of leading or assisting in the logistical coordination of specialty trips, preferably with youth organization(s).

- Must be able to provide proof of experience or current certification in rappelling and rock climbing.
- Comply with Safety Activity Checkpoint standards in all activities.
- Must be at least 18 years of age; 21 preferred.
- Must be able to obtain current Wilderness First Aid, Wilderness Advanced First Aid or Wilderness First Responder certification by first day of campers' arrival.
- Lifeguard certification preferred.
- The acceptance and understanding that employment is at a resident (overnight) camp and that therefore, work hours are irregular
- Must submit health physical and health history record prior to first day of work.
- Attend staff in-service training during the summer.
- Ability to interact with all age levels.
- Proof of vehicle insurance and access to reliable transportation.
- Willingness to accept the beliefs and principles of the the Girl Scout Movement and acceptance of the relevant and compelling benefits of Girl Scouting.

**B. Certificates, Licenses, Registrations**

- Valid Driver's License and Girl Scouts membership required.

**B. Language Skills**

- Excellent, effective English language abilities, both oral and written.

**C. Reasoning Ability**

- Demonstrated reasoning ability, in order to successfully lead and/or manage responsibilities as described above.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Proven ability to work in a collaborative, service-focused environment.
- Strong analytical skills, as well as problem-solving and conflict management capabilities.

**E. Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this Position.

- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Ability to give presentations in front of large groups.
- Ability to give and receive information by telephone and in person.
- Ability to sit upright for extended periods of time.
- Ability to occasionally climb or balance; and stoop, kneel, crouch, or crawl.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

- Must have personal transportation and ability to drive, possess a valid driver's license, maintain personal auto insurance and meet the council insurance company's requirements for coverage.
- Ability to work and reside at Camp Mitre Peak which is at approximately 4,000 feet, including but not limited to, hiking, biking, standing, cooking, uneven terrain and other such outdoor elements.
- Ability to work in the heat, sun, rain.
- Other demands, as determined by the council.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position functions primarily out of Council's Camp Mitre Peak, which is a hilly property at 4,000 plus feet. Camp Mitre Peak is subject to extreme temperature and wind.

**Other Working Conditions**

- Continuous requirement for professional demeanor and appropriate office attire.
- A criminal background check is required.
- Continuous work as a team member and ability to work independently with some supervision.
- Continuous ability to work well with others.

**Girl Scout Core Competencies:**

The competencies listed below are core to the Girl Scout movement:

- **Empathy, with colleagues and customers** – a successful member of the Girl Scout team approaches other with a service mindset, offers humility and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.
- **Possibility Thinking** – staff members approach challenges with curiosity, shows enthusiasm, explores alternatives before acting, takes on challenging tasks and sees opportunity in ambiguity, change and transition.
- **Innovation** – core to Girl Scouting staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership**, of self and others – staff work for the good of the whole, work collaboratively at all times, model assertive behaviors: bold, confident, respectful, empower others and distributes decision making, promotes honest communication and passionate debate, and maintains personal integrity.

*Revised: 12.09.2021*