

# GIRL SCOUTS OF THE DESERT SOUTHWEST

## JOB DESCRIPTION



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<b>Position Title:</b>	<b>Equestrian Director</b>
<b>Department:</b>	<b>Mission Delivery</b>
<b>Reports To:</b>	<b>Resident Camp Director</b>
<b>Pay Range:</b>	<b>\$200 - \$250 / Week</b>
<b>FSLA Status:</b>	<b>Seasonal Position—at Camp Mitre Peak</b>

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### POSITION SUMMARY

The Equestrian Director will manage barn operations including care of the horses and barn and facilitating girl-led equestrian experiences to help girls Discover themselves, Connect with others, and Take Action to make the world a better place. The Equestrian Director will instill the importance of healthy and safe living, and the enjoyment and appreciation of the outdoors to the girls while providing an environment that welcomes diversity, fosters respect, and encourages friendships. The incumbent will develop both a progressive riding program for girls enrolled in equestrian programs and a horse exposure program for all other girls at camp.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the barn including feeding, grooming, cleaning stalls, arenas, and paddocks, maintaining tack and other equipment, and managing the health and safety of the horses. Report any program needs to the Camp Director.
- Reside at camp for the duration of the summer. May occasionally be called on to replace a traditional counselor in a unit with girls overnight to meet coverage requirements.
- Assist with traditional camp counselor responsibilities as requested when not at the barn.
- Manage and document all equine program lessons including riding lessons, ground school, and stable management.
- Supervise the Camp Wranglers.
- Create progressive weekly lesson plans for girls in the equestrian program and an exposure program for all other campers.
- Serve as a role model and guide campers in appropriate behaviors, language, attitudes, and activities.
- Learn and implement the crisis management plan, including emergency procedures.
- Assist in preparing an evaluation of current season, including inventories, staff evaluations, and recommendations for the following season.
- Create a schedule for care of the herd on non-camp days to be rotated between the incumbent, the Camp Wranglers. Alternative, adjusted time off will be provided during the week.
- Is required to regularly pick up saddles, supporting equipment to include horse blankets and bridles that may independently and/or combined exceed 25 lbs.
- Is required to also assist riders (lifting at times, depending on needs) up into a saddle as well as assist with dismounting riders as needed and requested.
- Activities occur both inside and outside with employee subject to both environmental conditions to include fluctuating weather conditions (hot, cold, windy, etc.) as well as outdoor exposure to variety of vegetation.
- Ability to stoop, kneel, bend, reach, stand, walk, push, pull, lift, work with fingers, grasp, feel, talk, hear, and perform repetitive motions.

- Ability to perform light work exerting up to 40 pounds of force occasionally, and/or a negligible amount of force constantly to move objects such as equipment, feed, hay and other needs as well as assisting riders.
- 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 21 years of age preferred with a High School Diploma required (advanced education or college preferred).
- Two years of relevant experience facilitating equestrian activities for children grades K5-12th (equestrian camp experience preferred).
- Must submit health physical and health history record prior to first day of work.
- Experience caring for a herd (including: feeding, grooming, barn cleaning, implementing horse programs, ordering supplies, medical attention, etc.).
- Experience teaching riding lessons and equestrian care to children.
- Experience working in diverse communities preferred.
- Must hold current CPR/First Aid certification or be able to pass the training at camp
- The acceptance and understanding that employment is at a resident (overnight) camp and that therefore, work hours are irregular
- Experience applying key competencies to include strong verbal and written communication skills, ability to make independent decisions, interact effectively with staff and volunteers, and work well with children.
- Upon hire, must hold personal membership in the Girl Scout organization and subscribe to the tenets of the Girl Scout Promise and Law.
- Position necessitates that all applicants must submit to background check.
- Individuals who are Bilingual (Spanish) are encouraged to apply.

### **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 others 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*