

**Girl Scouts of Central Maryland  
Resident Camp Position Description  
Camp Conowingo**

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**Date:** October 2011

**Title:** **Horseback Riding Assistant**

**Department:** Outdoor Program and Property Services

**Reports to:** Horseback Riding Manager

**Position Summary:** The Horseback Riding Assistant will assist the Horseback Riding Manager in the development and implementation of a progressive horseback riding program for various skill levels while maintaining a high standard of safety.

**Essential Duties and Responsibilities:**

- Delivers instructional horseback riding activities for girls 8 to 17 years of age under the direction of the Horseback Riding Manager.
- Reinforces program values, goals and mission of Girl Scouts.
- Maintains and implements procedures which uphold ***Volunteer Essentials*** standards, Maryland Youth Camp Regulations and American camp Association accreditation standards.
- Assists in the care of horses, riding equipment and supplies. Assures that all equipment is in proper repair.
- Rotates with other horseback riding staff for weekend feedings and care of the horses between camper sessions.
- Assists in preparation of a written summary of the strengths and weaknesses of the riding program, with recommendations for the following season.
- Participates in ongoing session evaluation process.
- Lives and works in a unit with campers and other staff.
- Attend weekly staff meetings.
- Help maintain campgrounds.
- Assists in the smooth functioning of the Resident Camp by performing other duties as assigned.

**Skills, Education and/or Relevant Experience:**

- Incumbent must be 18 years or older.
- Have written proof of certifications/qualifications in horseback riding.
- Ability to maintain safety standards for campers and staff.
- Ability to work with girls ages 8 to 17 years of age First Aid and CPR certification, or be willing and able to successfully complete training.
- Ability to lift 50 pounds.
- Must be able to pass background and fingerprint check as well as drug screening.

**Expectations**

Camp staff work as a TEAM to insure campers and staff enjoy their participation and employment in a fun and safe manner. The following responsibilities are shared by the entire staff:

- Accept and live by the Girl Scout Promise and Law while employed at summer resident camp.
- Use the Promise and Law as guidance in working with campers and staff.
- Serve as a positive role model to the campers and other staff by abiding by the policies, procedures, and rules at camp.
- Respect, appreciate, and accept all people ensuring all campers and staff feel welcome and part of the group.
- Encourage spontaneity in programming and assure that changes conform to established camp guidelines and procedures.
- Be prompt and encourage promptness among campers and staff.
- Consult your supervisor when you have questions, concerns or problems.
- Encourage and set the example for reasonable neatness and cleanliness in camper and staff tents, latrines, shower house, and grounds. Assume responsibility for keeping staff house and staff shower house clean.

- Actively monitor health situations and general hygiene of campers and self and keep the Camp Health Supervisor aware of needs and problems.
- Report any maintenance needs to the Camp Ranger by completing a maintenance request form that cannot be handled on the spot.
- Participate in pre-camp cleaning and set up and post-camp close out as assigned.
- Maintain an alcohol and drug free environment on camp premises.

**The Girl Scout Promise**  
**On my honor, I will try**  
**To serve God and my country,**  
**To help people at all times,**  
**And to live by the Girl Scout Law.**

**The Girl Scout Law**  
**I will do my best to be**  
**honest and fair,**  
**friendly and helpful,**  
**considerate and caring,**  
**courageous and strong, and**  
**responsible for what I say and do,**  
**and to**  
**respect myself and others,**  
**respect authority,**  
**use resources wisely,**  
**make the world a better place, and**  
**be a sister to every Girl Scout.**

**Girl Scout Mission Statement**  
**Girl Scouting builds girls of courage, confidence, and character,**  
**who make the world a better place.**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_