

Girl Scouts of Central Maryland Resident Camp Position Description

Date: October 2011

Title: **Horseback Riding Manager**

Department: Outdoor Program and Property Services

Reports to: Camp Director

Position Summary: The Horseback Riding Manager develops and implements a progressive horseback riding program for various skill levels that encompasses basics of a horse; horse maintenance and care, stable maintenance, and riding skills while maintaining a high standard of safety.

Essential Duties and Responsibilities:

- Develops and establishes procedures, carryout riding program and coordinates use of facilities.
- Supervises horseback riding staff and coordinates schedules to assure weekend coverage of feedings and care of the horses between camper sessions.
- Maintains and implements procedures which uphold ***Volunteer Essentials*** standards, Maryland Youth Camp Regulations and American Camp Association accreditation standards.
- Responsible for the care of horses, riding equipment and supplies. Requisition of equipment and supplies.
- Completes pre and post camp written inventories of equipment and supplies, submits any orders and receipts in a timely manner. Maintains accurate inventory and documentation of supplies throughout the summer.
- Works on updating the Horse Manual prior and throughout the summer.
- Documents, submits, and follows-up with any incident reports.
- Communicates with horse dealer about the horses and equipment. Communicates as needed with veterinarian and horse maintenance services.
- Conducts stable area emergency and safety drills.
- Prepares a written summary of the strengths and weaknesses of the riding program, with recommendations for the following season.
- Participates in all camp activities, especially the unit housing the horseback riding campers. Works with camp leadership to ensure that appropriate Girl Scout programs are integrated into the horse program.
- Participates in ongoing session evaluation and staff evaluation process.
- 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 21 years or older.
- Have written proof or certifications as to qualifications. (Prefer CHA Certification)
- Ability to direct, supervise, schedule, train other staff, while maintaining safety standards for campers and staff.
- Prefer candidate to have the ability to live on-site during the summer season.
- Ability to work with girls ages 8 to 17 years of age.
- Excellent verbal and written communication skills.
- Ability to lift 50 pounds.
- First Aid and CPR certification, or be willing and able to successfully complete training provided during staff training.
- 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 _____