

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

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**Date:** October 2018

**Title:** **Ropes Course Manager**

**Department:** Membership, Volunteerism and Programs

**Reports to:** Program Director

**Position Summary:** The Ropes Course Manager directs, supervises and manages the camp's challenge low and high rope courses along with the rockwall. The Ropes Course Manager ensures the health and safety of campers and staff when they are participating on one of the courses. The Ropes Course Manager is also responsible for the supervision of the Ropes Course Assistant.

**Essential Duties and Responsibilities:**

- Arranges and prepared the challenge courses prior to and during pre-camp training. Ensures that all equipment and facilities are in good, safe and ready condition.
- Ensures that all safety procedures are conveyed to the resident camp staff and campers. Instructs the resident camp staff on their responsibilities while at the course.
- Quickly acclimating to constantly changing circumstances involving everything from campers afraid of bugs to sudden thunderstorms. Using a can-do attitude, take on new tasks with only a moment's notice!
- Maintains and implements procedures that uphold *Volunteer Essentials* standards, Maryland Youth Camp Regulations and American Camp Association accreditation standards.
- Completes pre and post camp written inventories on course equipment, documenting, submitting, and following up with any needed repairs.
- Documents, submits, and follows-up with any incident reports.
- Conducts daily checks and prepares documentation on equipment for safety, cleanliness and wear.
- Provides written evaluation of the summer challenge/ropes course program and makes recommendations for program changes, as well as needed equipment and supplies.
- Works on updating the Challenge Course Manual during the summer; adds story lines for assisting facilitation by other staff.
- Assists in training staff in team building activities during pre-camp training and throughout the summer.
- Assists in units with campers and other staff, live on-site during the season.
- Attend weekly staff meetings and 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 at least 21 years old.
- Must attend instructional program and obtain certification in safety, equipment and individual elements of the courses.
- First Aid and CPR certification, or be willing and able to successfully complete training provided during staff training.
- Ability to help maintain the challenge courses, equipment and surrounding area.
- Ability to supervise and instruct campers and staff, while maintaining health and safety standards.
- Ability to lift 80 pounds.
- Ability to physically meet the demands of camp life. (i.e. work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.)

- Visual, auditory and physical ability to identify and respond to environmental and other hazards related to the activity and emergencies on camp and possess strength and endurance required to maintain constant supervision of campers.
- Lifeguard, ropes (high, low), archery, and canoeing/kayaking certification or be willing and able to successfully complete one 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.
- Practice respect, appreciation, and acceptance for all people ensuring all campers and staff feel welcome and part of the group.
- Be flexible and open to spontaneity in programming to assure that unforeseen changes to established schedules, camp guidelines, and procedures create minimum disruption to the experience of the staff and campers.
- 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 that cannot be handled on the spot to the Camp Ranger by completing a maintenance request form.
- 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 at all times.

**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.**

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

**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.**

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