



Job Title: Seasonal Program Lead: Equestrian
Department: Program
Reports to: Resident Camp Director

Job Summary

The Seasonal Program Lead: Equestrian is responsible for planning, directing, and supervising the Equestrian Program of the camp. The Program Lead will provide a safe, fun, and nurturing environment for campers to learn to ride and care for horses properly, and will have a positive attitude toward the program, and camp in general. Resident Camp employment is seasonal, with dates of employment approximately May – August.

Essential Duties and Responsibilities

1. Follow established procedures for supervising camper health and enforcing all safety regulations.
2. Assume responsibility for health and safety of campers and staff.
3. Maintain positive relations with families, visitors, and the public at all times.
4. Follow all camp rules and regulations and enforce them among staff.
5. Actively participate in staff training and meetings.
6. Work cooperatively with unit, program, and administrative staff to provide an enjoyable environment for all campers.
7. Provide opportunities so that each camper will have a positive camping experience.
8. Participate and instruct campers in emergency procedures.
9. Assist each camper and staff member in meeting personal goals and those established by the camp for camper and staff development.
10. Respond to and provide opportunities for discussion of individual or group problems or concerns.
11. Guide activities and experiences through use of girl planning and Girl Scout Program.
12. Teach and assist in activity areas assigned and participate in all other assigned events.
13. Develop and operate a meaningful Equestrian Program geared to the ages, interests, and abilities of the campers.
14. Conduct an initial pre-camp inventory in your program area and store equipment for safety.
15. Conduct a daily check of program area and equipment for safety, cleanliness, and good repair.
16. Schedule riding times for cabins and organize supplies and horses.
17. Teach and assist in assigned riding sessions.
18. Teach and monitor proper use of equipment and facilities.
19. Conduct mid-summer and end-of-summer evaluations for all horseback riding program staff.
20. Clean, store, and pack away all materials and supplies at the end of the camp season.
21. During staff training, instruct staff of their responsibilities to you in your activity area.
22. Keep records on all Equestrian Program participants to track progress through each level.
23. At the end of the camp season, prepare an evaluation and summary of current camp season including inventories and recommendations for the following camp season.
24. Submit all required paperwork on time.
25. Other duties as assigned or required.

Minimum Qualifications

1. Must have current GSUSA membership and be at least 21 years old.
2. Current First Aid and CPR certifications or the willingness and ability to obtain.

3. Current CHA certification or the willingness and ability to obtain.
4. Extensive knowledge of horse care, and management of a horseback riding program.
5. Ability and desire to teach and supervise individuals in riding and caring for horses.
6. Ability to model behavior consistent with the Girl Scout Mission, Promise, and Law.
7. Sound judgment and problem-solving skills for dealing with daily issues in a variety of situations.
8. Ability to work effectively with people from diverse backgrounds.
9. Patience to deal with 5 or more people at the same time.
10. Ability to lift and move equipment weighing approximately 25 pounds.
11. Ability to endure occasional exposure to sun, heat, and animals such as bugs, snakes, bats, etc.
12. Physically able to move about the camp property in various environmental conditions.
13. Ability to speak distinctly to communicate with members and staff on the phone or in person.
14. Desire and ability to work with and relate to children and one's peers.
15. Willingness to accept supervision and guidance.
16. Act as a team player with the desire to do whatever is necessary to make the total camp program successful.
17. Ability to live in an assigned area with staff for the duration of the camp season.
18. This position is a Safety Sensitive position.