girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Outdoor Adventure Program Coordinator**

Purpose of the position: To recruit, select, facilitate and supervise facilitators for the Outdoor Adventure Program at Camp Tuckaho and to provide Facilitators for Council-sponsored events.

Accountability: Accountable to the Camp Committee.

Staff/Department: Camping Services Manager/Camp Program

Terms of appointment: Two year term beginning in November, may be reappointed to serve a consecutive two year terms.

Time Commitment: 10 – 12 hours per month

Responsibilities:

- Works with the Camping Services Manager to recruit, plan and facilitate Outdoor Adventure Program Facilitators
- Reviews, with Camping Services Manager, the Outdoor Adventure Program Manual, forms and procedures and makes recommendations for updating, clarification and training
- Assists the Camping Services Manager in the development and implementation of the Annual Meeting for qualified Outdoor Adventure Program Instructors
- Recruits facilitators for Council events
- Reports annually to the Camp Committee
- Meets all of the responsibilities of a certified Outdoor Adventure Instructor

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Is currently a certified Outdoor Adventure Instructor

Knowledge and skills required:

- Able to communicate well with adults
- Capable of training adults
- Well-organized in systems analysis and in coordinating people and facilities
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available Girl Scouts of the USA and Girl Scouts of Eastern Missouri resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Job Orientation for OAC Trainer Workshop
- Annual ACCT Ropes Course Certification
- American Red Cross First Aid & Adult/Child CPR/AED (or equivalent) training