



## Position Description

### **SUMMER OUTDOOR ADVENTURE ASSISTANT**

#### **PURPOSE:**

The purpose of this position is to carry out the work of the board of directors of National Ghost Ranch Foundation by providing exceptional Outdoor Adventure facilitation and programming following its mission and values.

#### **QUALIFICATIONS:**

1. **Must be 21 years of age and/or a college graduate**
2. Experience in facilitation and guiding outdoor adventure/certifications preferred
3. Current First Aid/CPR certification.
4. Strong interpersonal skills, customer service skills, group management skills and problem solving skills.
5. Detail oriented, creative and flexible.
6. Strong leadership skills and ability to communicate effectively and work as a team player
7. Active team player.
8. Excellent teaching skills.
9. Ability to perform and facilitate all activities related to Outdoor Adventure including:  
Boating, Ropes Course, Climbing Wall, Hiking.
10. Maintain a professional appearance and interaction with guests
11. Must have a valid driver's license
12. Must be able to work a flexible schedule including weekends and holidays
13. Must be able to work outside in all types of weather conditions

#### **RESPONSIBILITIES:**

1. Facilitate and guide outdoor adventure activities
2. Teach outdoor adventure skills to guests and campers of all ages and abilities
3. Organize, prepare and care of outdoor adventure equipment as needed
4. Communicate and post weekly schedule to various ranch departments
5. Supervise and mentor college staff assistants
6. Partner with Summer Staff to create a fun and safe environment for guests and campers
7. Plan creative events and co-lead day to day activities
8. Guide guests and campers as they navigate social dynamics, inclusivity and develop interpersonal relationships
9. Leverage problem solving skills to manage camper and/or guest's challenges and ongoing needs.

#### **ACCOUNTABILITY:**

The person in this position shall be accountable to the Outdoor Adventure and Wellness Manager

#### **TERMS:**

The Outdoor Adventure Guide is a summer staff position. The person in this position shall be employed for an indefinite term and is subject to the Ghost Ranch Personnel Policies.