

<b>Job Title:</b>	Equestrian Counselor	<b>Reports To:</b>	Equestrian Coordinator
<b>Department:</b>	Outdoor	<b>Travel Required:</b>	Minimal
<b>Location:</b>	Camp Linden- Linden, MI Camp Merrie Woode- Plainwell, MI	<b>Status:</b>	Seasonal
<b>Salary:</b>	\$65 per day (position requires a 6-day workweek)	<b>Date Posted:</b>	February 14, 2019

**To apply please include a cover letter, resume, or employment application. Applications accepted by:**

**Subject Line:** Equestrian Counselor - Preferred location  
**Email:** [camplinden@gshom.org](mailto:camplinden@gshom.org) or [campmerriewoode@gshom.org](mailto:campmerriewoode@gshom.org)  
**Website:** <https://www.gshom.org/en/our-council/careers.html>  
**Fax:** (269)492-1439

**MAIL: HR – OUTDOOR DEPARTMENT**  
 Girl Scouts Heart of Michigan  
 Subject Line: Equestrian Assistant –  
 601 W Maple  
 Kalamazoo, MI 49008

**Job Description**

**POSITION SUMMARY/OBJECTIVE**

To further the mission of the camp through assisting in the development and delivery of a horseback riding program that is safe, fun, and appropriate to the campers' ages and abilities. Assist in the care and maintenance of the horses and related equipment.

**ESSENTIAL FUNCTIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- With the Equestrian Coordinator, develop and implement a horse program that is appropriate for the ages and abilities of the campers.
  - Write and implement lesson plans that meet camp outcomes and the abilities of the campers.
  - Evaluate abilities of campers.
  - Deliver progressive horseback riding activities.
  - Teach and monitor proper use of equipment.
  - Assist in the evaluation of the success of the horseback riding program.
- Ensure that camp staff and campers know and follow safety and educational procedures.
  - Assist in the implementation of staff training for horseback riding including rules of the trail, barn, arena, and safety equipment.
  - Train other staff in their responsibilities at the equestrian area.
  - Ensure campers and staff follow safety procedures.
  - Be knowledgeable about the horse arena and trails available for horseback riding.
- Assist in the care and maintenance of the horses and related equipment.
  - Maintain the horse equipment including all tack, stalls, etc.
  - Conduct daily check of pasture and equipment for safety, cleanliness, and good repair.
  - Assist in packing all materials and supplies at the end of the season.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Other duties as assigned.

**EDUCATION/QUALIFICATIONS**

- Current certification in horseback riding or equivalent experience.
- Current certification in First Aid and CPR.
- Training and experience in teaching children horseback riding.
- Must be willing to become a member of Girl Scouts.
- Must be able to pass State and National background check.

- Knowledge of the Girl Scout program preferred

#### **COMPETENCIES**

- Customer Focus
- Conflict Management
- Behavior Management
- Teamwork Orientation
- Youth Development
- Activity Instruction
- Risk Management

#### **WORK ENVIRONMENT**

Operates in a professional camp environment and will live on site. This role occasionally uses standard office equipment such as computers and phones. Ability and willingness to work in various activity areas within camp (horses, archery, campfire, waterfront, hiking, etc.) in all types of weather from rain, snow, extreme heat and cold. Must be able to move around the camp property to assist campers in their activities. Will spend majority of hours each day standing and interacting with children.

#### **WORK SCHEDULE**

- Position requires flexibility with schedule, typical schedule is Sunday through Friday
- Position requires living on site and working evenings.

#### **SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibility.

#### **COMPENSATION**

- Room and board
- \$65 per day (position requires a 6-day workweek)

#### **LOCATION EMPLOYMENT DATES**

Camp Merrie Woode: June 9<sup>th</sup> through August 31<sup>st</sup>, 2019

Camp Linden: June 9<sup>th</sup> through August 31<sup>st</sup>, 2019, additional days possible in May/early June

#### **EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT**

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

#### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



**Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_