



## Position Description

Title: Guide		
FLSA Class: Exempt	EEO Category: First Mid-Level Officials and Managers	WC Class: 8861
Job Title #1000111	Salary Grade:	
Date Approved: 3-24-2017		
Revision Date:	Job Class: Ranch	
Revision:	Purchasing Level: 0	

### Purpose of Position

The Guides will instruct, educate, and lead groups in daily activities. They will facilitate the groups in camp living and assist the Camp Manager in evening activities, camp coordination, logistics, and emergency situations. The camp is called Meramec Adventure Learning Ranch (MALR). This position reports to the assigned Full-time MALR manager (ie: Camp Manager, Lead Guide, Challenge Course Manager).

### Major Duties (\*Essential Element)

- Know the Ranch: Its Mission, Model, Programs, Policies and Procedures as well as locations\*
- Ownership of your area by becoming an expert and making it the best, safest, efficient, productive ranch as well as having a vision for next steps in the future
- Run exceptional trips: through safety, efficiency, productivity, and making them fun
- Follow through on goals, plans and tasks
- Live on-site with Camp Manager for eight week "School in the Wilderness" (SITW) program.
- Participate in 2 weeks of Camp Orientation and Training prior to the program beginning.
- Lead groups through daily adventure activities including but not limited to, Challenge courses, climbing, low ropes, canoeing, aquatics activities, and land navigation.
- Facilitate group processing and individual growth before, during, and after the completion of each activity
- Ensure groups are safe at all times and following all subscribed safety measures during activities.
- Facilitate assigned group in daily camp routine/living.

- Assist Camp Director in conducting evening activities and special events.
- Assist Camp Director with coordination, logistical operations, and emergency procedures when necessary.

### Working Conditions

Ranch/wilderness environment. Exposure to dust, elements, animals, grass, weeds, trees and those items associated with a ranch environment.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The position requires constant standing, walking, using hands for handling or feeling, climbing or balancing, stooping, kneeling, crawling, talking, lifting between 10-50 pounds. Frequently the position requires sitting and lifting 100 pounds. The need to taste or smell and lifting over 100 pounds occurs occasionally. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget Responsibility

None

### Supervisory Responsibility

None

### Qualifications

- Professionalism in work, dress, knowledge, demeanor and initiative
- Strong physical ability, flexibility in priorities and to be innovative as well as the willingness to devote the time necessary to operate a livestock farm and accept a variety of assignments
- Possess a current, valid driver's license and meet the Great Circle requirements for insurance.
- Demonstrated physical, mental and emotional capabilities to perform necessary physical labor, record keeping,
- Good communication skills with both campers and staff.

### Required Education and Experience

- Minimum of 21 years of age
- At least a High School Graduate, working on continuing education.
- Flexibility to allow for individuality and unforeseen circumstances.
- Energetic and creative with a heart for serving At-Risk Youth.
- Must possess skills in communicating with youngsters, as well as with professional staff and visitors.

Preferred Education and Experience

- Youth Programs (preferably working with At-Risk or High-Needs youth)
- Wilderness Living
- Therapeutic Recreation
- Top-rope Climbing, Rappelling, and Rescue techniques
- Canoeing
- Water Rescue/Lifesaving Techniques
- Ropes/Challenge Course Operation/Facilitation
- Land Navigation/Map Reading
- Spelunking
- Working with children and families in a trauma informed environment

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

Employee printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_