



Position Description

Title: Guide		
FLSA Class: Seasonal Exempt	EEO Category: Service Workers	WC Class: 8861
Job Title #1000111	Salary Grade:	Purchase authority: 0
Date Approved: March 24, 2017		
Revision Date: May 20, 2020		
Revision: Seasonal Exemption Status	Licensure: N/A	

Purpose of Position

The Guide will instruct, educate, and lead groups in daily Meramec Adventure Learning Ranch (MALR) 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 This position reports to the assigned Full-time MALR manager (Camp Manager, Lead Guide, Challenge Course Manager).

Major Duties (*Essential Element)

- Know the Ranch: Mission, Model, Programs, Policies and Procedures as well as locations *
- Ownership of area of responsibility; become an expert and create the best, safest, efficient, productive ranch as well as having a vision for next steps in the future
- Run exceptional trips: ensure 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 follow 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
- Other duties as assigned for the betterment of Great Circle

Competencies

- Judgment – ability to make thoughtful decisions in a timely and confident manner
- Execution & Results – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
- Customer Focus – properly interacts with others, the ability to work independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner

Required Education and Experience

- High School or Equivalent and pursuing continuing education

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

Qualifications

- Minimum 21 years of age
- 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
- Ability to facilitate challenge course activities
- Ability to work well with children, adolescents, and adults
- 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

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

Budget Responsibility

None

Supervisory Responsibility

no

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

Employee printed name: _____

Employee signature: _____ Date: _____