

Lead Adventure Specialist

Summary: The Lead Adventure Specialist's primary role is to assist the Camp Greenway leadership and administrative teams in supervising adventure-based programming and assuring that campers have a safe, positive experience at the pond, archery range, and while on the high and low ropes courses. They will assist other adventure staff by sharing knowledge of policy and procedure and acting as scheduled facilitator.

Commitment: This is a seasonal, summer position. We prioritize individuals available for all 8 weeks of camp and 7 days of staff training. All adventure staff must attend adventure training.

Minimum Requirements: Two years of college (or equivalent experience) is required. Adventure or leadership experience required. This position is exempt and may work more than 40 hours a week.

Reports To: Program Director, Assistant Camp Director, Camp Director

Specific Responsibilities:

- Leads and facilitates all adventure activities (archery, pond, high ropes, low ropes, fire building).
- Monitors the work of the adventure staff and reports any concerns to the administrative team.
- Assists with scheduling all staff for complete coverage of adventure activities.
- Serves as the first level contact responding and documenting incidents, which may occur when other adventure staff need assistance.
- Designs an original program for all 8 weeks of camp and submits during staff training.
- Takes a full inventory of all available supplies and creates a list of items that are needed for successful program execution.
- Cleans and inventories all items at the end of camp.
- Actively supervises campers; implements and enforces safety guidelines and camp rules.
- Keeps track of camp supplies and conveys supply needs to Program Director.
- Supports Counselors and Junior Counselors in facilitating activities by providing easy to understand instructions.
- Model professionalism, approachability, and joy in all interactions.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.

- Attends staff training, morning meetings, weekly leadership meetings, and clean-up days.
- Assists with morning drop off and afternoon pick up.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Acts as a responsible community steward by using the spaces on campus appropriately and enthusiastically supporting other staff members and campers.
- Performs other duties as assigned.

The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.