



YMCA CAMP CONISTON
PROGRAM AREA DIRECTOR-ROPES
JOB DESCRIPTION

Overview & Objectives:

- Ropes classes meet Mon-Wed-Fri & Tue-Thu-Sat.
- This role is an out-of-cabin position but it can also be a commuter staff position.
- The Ropes Director reports to the Summer Directors.
- Preferably 21-years-old, and often is a requirement for the certification schools
- This role requires confidence in the director's own skills and safety awareness and the ability to teach those skills and safety awareness to both campers and staff.
- To develop and direct a fun and safe program for campers of all ages and skill levels.
- To implement a Ropes program that will allow campers to participate in challenge course activities that are both within their own comfort zone and sometimes challenge them to step outside of their comfort zone in a fun, supportive, and encouraging environment.

American Camp Association Requirements (Section PD):

- Must have certification obtained within the past three (3) years from a recognized organization or certifying body for high and low elements on a challenge course or documented training AND recent experience leading/ facilitating high and low elements on a challenge course.
- Must have at least six (6) weeks of experience in a management or supervisory capacity in similar type(s) of program(s) within the past five (5) years.
- Ability to supervise the conduct at each challenge activity.
- Ability to make sound judgments concerning participants, equipment, facilities, safety considerations, supervision and procedures for each activity/element.
- Ability to provide the training and supervision necessary for activity leaders to carry out their responsibilities in each type of challenge activity. During staff training, the Ropes Director must do skill verification of each staff member teaching or assisting in the activities.

Responsibilities:

- To maintain safety at all times and to ensure that all other staff members are doing the same.
- To ensure that all equipment is well maintained and safe for camper use before they use it.
- To encourage and help campers to participate in activities that may be beyond their comfort zone, always being encouraging and supportive, keeping in mind that campers should never feel like they have failed if they choose not to participate.
- To supervise the staff and to see that each staff member actively participates in leading and teaching campers in an age-appropriate manner.
- To be aware of staff time off and be sure that staff members do not take the same days off resulting in too few instructors, and ensure that staff time off does not create safety or supervision concerns in the program area.
- To maintain a safe and clean program area by picking up trash found around the Ropes course and keeping the Ropes shed orderly.

(Over)

- To make sure that campers remain active throughout the period.

- To teach camper classes and allow everyone to participate in every game, activity and challenge, and not to discriminate or favor campers based on skill level or any other factors.
- To help staff members become better instructors with both positive and negative feedback in both oral and written evaluations.
- To make recommendations to the Summer Directors for any changes, additions or modifications of the program, as needed.

Program Area Equipment Maintenance and Safety Checks:

- Make sure equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
- Make sure equipment is appropriate to the size and ability of the user.
- Make sure equipment has a safety check prior to each use.
- Make sure equipment is removed from service if not in good repair.
- Inspect all equipment for safety and quality before the start of each session. **Record completion of these inspections on the inventory sheet in your program area binder.**

Administrative:

- Provide pre-camp equipment inventory and needs, as well as inform the Summer Directors about any equipment needs during the summer.
- Review past lesson plans and create new ones for the program area binder with resource information updated annually.
- Assure that camper attendance is taken *quickly* at the start of each period and report missing campers to the Program Director with the first 10 minutes of the period start.
- Provide CIT, LIT and STAFF with ongoing verbal assessment and end of summer written evaluations.