



Job Description

Equine Program Staff

Imagine joining a group of individuals – each with their own unique skills and passions, but united by a common purpose. Imagine yourself at Girl Scouts!

Our Mission. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scouts of California's Central Coast (GSCCC) is chartered by Girl Scouts of the USA to provide Girl Scouting in the counties of Santa Cruz, Monterey, San Benito, San Luis Obispo, Santa Barbara and Ventura Counties. GSCCC encompasses some of the most beautiful and environmentally significant parts of the country. The council has a growing membership of over 10,000 girls and 5,000 adults.

Girl Scouts of California's Central Coast council is seeking career professionals committed to making a difference. Working with Girl Scouts – an organization with a solid history and a growing future – means working to your fullest potential in a dynamic and diverse environment.

SUPERVISOR: Equine Program Director Summer Helmuth
DEPARTMENT: Program
FLSA STATUS: Non Exempt
LAST UPDATED: 3/3/2021

POSITION SUMMARY

The Equine Program Staff will infuse and model the Girl Scout Law into their everyday work to fulfill the mission of building girls of courage, confidence and character who make the world a better place.

Under the supervision of the Equine Program Director or Assistant, the Equine Program Staff is responsible for providing and administering a quality Girl Scout horse experience program to

girls in an outdoor setting. As a member of the horse experience team, this position should ensure all programming is creative, fun, and follows safety activity checkpoints.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Health and safety of participants and horses
 - ♦ Oversees camper and equine health needs and keeps the Equine Program Director or Assistant regularly informed of all findings
 - ♦ Responsible to maintain safe and health conditions in the unit as outline in ACA standards
 - ♦ Responsible to ensure camper supervision at all times
 - ♦ Provides opportunities for girls to grow in self-determination, self-worth, awareness and acceptance of others
2. Maintains a safe and creative equine program under the supervision of the Equine Program Director or Assistant
 - Assists with the organization of the horseback riding program
 - Assists with the care and feeding of horses
 - Serves as a resource for program skills and shares relevant skills when needed
 - Strives to provide activities related to badges and journeys, and specific program requirements
 - Utilizes the resources available and program areas to provide activities based on Girl Scouting and program guidelines set forth by ACA
3. General Operations
 - ♦ Assists with the opening and closing of the stable and arena areas and camp property, completes inventories and reports as required
 - ♦ Assists in the general operation of Equine Camp and Programs
 - ♦ Communicates with the leadership concerning camp program, policies, and procedures
 - ♦ Responsible for maintaining order and cleanliness in all camp areas, particularly the stable and arena areas
 - ♦ Ensures that equipment and facilities are maintained in good condition. Report needed repairs promptly to the Equine Program Director or Assistant

CULTURAL COMPETENCIES

Girl Scouts of California's Central Coast is committed to a culture that fosters a workplace that is open and inviting to our staff and members. We at Girl Scouts of California's Central Coast live by the following Guiding Principles. Specific skills and competencies related to each of our Guiding Principles is in a separate "Cultural Competencies" document. We expect all members of our staff to embody and develop these competencies.

- **Communicate with compassion:** be open, honest, respectful, clear, direct, and timely.
- **Innovate through change:** be proactive, agile, and responsive.
- **Work with purpose:** be intentional and visionary.
- **Embrace our community:** be supportive, empathetic, collaborative, and appreciative.
- **Be accountable:** own it.

- **Make each day FUNomenal:** we can do it!

KNOWLEDGE AND CREDENTIAL QUALIFICATIONS

Required

- Minimum age 18
- High school diploma or general education degree (GED)
- One year of college, preferred
- Documented experience instructing in a general horseback-riding program
- Able to pass a basic skills test as set forth by Equine Program Director
- Valid driver's license and safe driving record

Preferred

- Experience in program implementation, working with adults and youth; Girl Scout experience preferred
- Knowledge of Girl Scout Leadership Experience
- Highly organized, self-motivated

ABILITY AND SKILLS QUALIFICATIONS

- Strong human relations skills
- Planning and organizational skills with attention to details
- First Aid and CPR certification
- Ability to supervise/coach horseback riding instructors in constructive and supportive manner
- Ability to recognize concerns regarding horses (behavior, health, etc.)
- Ability to lift at least 50 pounds (equipment/horse supplies)
- Ability to work well with people of diverse backgrounds
- Ability to work in the out doors in extreme temperatures for extended periods of time
- Subscribes to the principles of the Girl Scout Movement
- Demonstrated ability to successfully manage multiple priorities, work independently, and meet deadlines
- Strong human relations skills and have the ability to work well with people of diverse backgrounds
- Ability to follow direction and exercise good judgement
- Excellent written and oral communication skills
- Solution driven with the ability to effectively problem solve

HOURS AND TRAVEL

- Willingness to work a flexible schedule, including designated weekends (up to 3 per month) and evenings.
- Willingness to travel.

To Apply:

If your work experience matches the qualifications for this position, please send your resume and your cover letter by emailing **careers@girlscoutsgccc.org** along with a description of why you feel you are the best fit for this position. The subject line of the email should read **[Title of the position] – [your name]**.

The statements herein are intended to describe the general nature and level of work performed by employees but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

GSCCC is an Equal Opportunity Employer committed to diversity.