**CAMP OLAVE MANAGEMENT COMMITTEE**

**LOW ROPES COORDINATOR – JOB DESCRIPTION**

**PURPOSE**

To manage the Low Ropes Course at Camp Olave

**RESPONSIBLE TO**

Members of the Camp Olave Management Committee.

Appointed annually to a maximum of three years.

**QUALIFICATIONS**

Possess good organizational, communication skills.

**RESPONSIBILITIES**

* For booking camps onto the course between September to April. Contact each Camp at least two (2) weeks prior to their dates. The months that the Lifeguards are working at Camp they will book the course.
* Arranging for trained facilitators to be on the course with the campers. During July and August the Lifeguards are able to facilitate the course, however they will require help when the large Area camps are in.
* For ensuring that the course is inspected by Adventureworks annually. Arrange for additional facilitator training as necessary
* Stay in Contact with the On Site Managers regarding current weather conditions and site safety
* Ensure that the facilities adhere to the Safety and Health requirements of Girl Guides of Canada as stated in Guiding Essentials, Safe Guide, also the Municipality of Schelt, Fire and Insurance regulations.
* Attend Site Managers’ meeting, as required and the Spring and Fall Work Weekends
* Prepare an Annual Site Budget.
* Submit a Site Maintenance Report Annually to the Site Managers’ Chairperson