

CAMP OLAVE MANAGEMENT COMMITTEE

LOW ROPES SITE MANAGER – JOB DESCRIPTION

PURPOSE

To oversee the management of the Low Ropes Course at Camp Olave.

RESPONSIBLE TO

Site Manager Committee, and Camp Olave Management Committee (COMC)

QUALIFICATIONS

- Organizational skills
- Communications skills
- Computer skills with Word and Excel
- Diplomacy skills
- Good standing with the Girl Guides of Canada, and an active member of Lions or West Coast Area
- Working knowledge of Camp Olave, and the purpose of COMC
- Safe Guide training and awareness of current updates

RESPONSIBILITIES

- Schedules camper's time on the Low Ropes Course.
Note: Scheduling campers is performed from September to April by contacting the Contact Guider at least two (2) weeks prior to their camp. From May to August, the camp lifeguards take over the scheduling of the Low Ropes Course use.
- Arranges for trained facilitators to be on the Low Ropes Course with the campers.
Note: During July and August, the lifeguards become the Low Rope Course facilitators, with the exception of large camps, when an additional facilitator(s) may be required.
- Communicates with the caretaker regarding current weather conditions and site safety.
- Determines the dates of the Low Rope Course use, based on the availability of facilitators and weather conditions.
- Determines Low rope course seasonal dates (i.e., opening and closing), based on the weather and feedback from the Maintenance Manager.
- Communicates with the Site Manager Chair the opening and closing dates, and any challenges as they occur.
- Ensures that the Low Ropes Course adheres to the Safety and Health requirements of Girl Guides of Canada as stated in Guiding Essentials and Safe Guide, and the Municipality of Sechelt, and Fire and Insurance regulations.
- Contacts [Adventureworks](#) to arrange the annual inspection of the Low Ropes Course, and books Low Rope Course facilitator training, when required.
- Coordinates the site visit of the Adventureworks staff and facilitator trainings, with the Site Manager Chair, and Booking Agents.
- Follows the general duties and responsibilities of the Site Manager job description that are applicable to the Low Ropes Course.
- Coordinates facility space with the Booking Agent, if a cabin is required by the facilitators.