



LEAD ADVENTURE GUIDE RESPONSIBILITIES

The Lead Adventure Guide position is a volunteer run position, but one of responsibility, maturity, and the ability to make quick, educated decisions to ensure quality and safe Backyard Adventures. Below are the Lead-Specific responsibilities:

***Pre-program Responsibilities:** Project Forty wants you to take ownership of the Backyard Adventure that you are facilitating. This is your baby, your passion, your ministry... Project Forty is here to help and assist to see this ministry come to fruition. Taking the lead means some added responsibility to develop a quality, impactful Backyard Adventure that you can brag about... in the humblest fashion possible. Below are the details to guide you to running an awesome adventure every time:*

- Consult with the Project Forty Executive Director about the composition of the facilitation team.
- Review participant information with staff and adapt program design as necessary (What age range are you targeting? What skill level should they have at entry? How long do you expect each adventure to last?)
- Arrange program support logistics (food, water, facilities, transportation, publicity, etc.)
- Check in with Project Forty Program Manager to confirm Backyard Adventure is a go the day of the event and confirm contact info for the primary back-up
- Contact your Assistant Adventure Guide to confirm time and location rendezvous
- Inspect and know how to use all gear associated with your adventure (SEE SPECIFIC LIST OF ADVENTURES BELOW)
- Check your pack for all supplies, gear, first aid and essentials for the adventure
- Check to make sure you have all the proper equipment for the correct amount of participants
- Inspect the site on arrival to ensure everything is in order (check the bathroom if applicable or have an answer when asked where to take care of business)
- Check to ensure you have all the proper forms, access to the waiver/donation link and punch cards available
- Arrive on site 15 mins prior to the meeting time... don't risk being late!
- Organize all equipment for the group and yourself so you are ready to roll at the scheduled time (we understand that it is culturally sound to be late, but Project Forty does not want to operate by this standard--please make it a priority to be early to represent Project Forty well knowing you will likely be waiting for late-comers)

***Program Responsibilities:** As lead, you take the lead during the program itself. Be aware of the time, the group, make appropriate introductions and set the stage for an awesome, but safe adventure!*

- Greet and orient participants to the area and plan for today's adventure
- Be sure every participant fills out a waiver at (<https://projectforty.org/about-backyard-adventures/>) or on paper if preferred

- Check the medical section of the waiver to look for pertinent information that will impact your adventure (ie. allergies, heart conditions, anything that would disqualify them from safe participation)
- Introduce yourself and Adventure Guides, briefly discuss Project Forty and have participants briefly introduce themselves
- Introduce today's Backyard Adventure and highlight how to remain safe and expectations for Leave No Trace (LNT) ethics
- Make sure participants are properly clothed per activity and weather conditions and have adequate gear to remain safe and enjoy their adventure
- Be intentional with pace, order of participants with staff, teachable moments and opportunities for conversation.
- Mentally highlight any participants that may be interested in Adventures In Discipleship for one-on-one mentoring

Post-Program Responsibilities: *Finish strong, finish well. Don't be scared, there will not be this much paperwork! We want to make sure that we communicate well, and ensure that you and Project Forty continue to grow and become stronger and more impactful for the Kingdom of God! Don't fear the list:*

- Be sure that all participants have a ride home and have safely departed the rendezvous point
- Do a final walk through of the area and be sure you leave it better than you arrived
- Double check to make sure you have all your equipment and follow the designated plan to return Project Forty gear in a timely manner
- Submit the completed forms/evaluations to Project Forty office (email is acceptable)... the list below
 - completed participant evaluation forms if deemed necessary by Project Forty staff;
 - Adventure Guide feedback forms
 - original or revised program plans;
 - risk management forms as appropriate (SOAP Note);
 - program and route plan, weather report, site and travel documents

SPECIFIC ADVENTURE RESPONSIBILITIES

Backyard Adventures offers several opportunities at this time: backpacking/hiking, mountain biking, snowshoeing, orienteering and climbing. Be led by your passion with the guidance of the Holy Spirit, not lack of knowledge--we can teach you the hard skills! Below describes the responsibilities specific to each adventure.

Backpacking/hiking: This is taking an afternoon walk to the next level! Loaded backpacks will be available to anyone wanting to see what it would be like to backpack, as well as teaching some of the 10 essentials required for backcountry travel. It will be awesome for the Adventure Guide to learn some of the history of the area, natural landscape including flora and fauna that can be shared with participants.

- Have the packs loaded, or a sample of packs that can be passed from one participant to another.
- Learn the loading/strap system for proper weight distribution (Batman utility belt | Six shooters | Jet pack | Samurai swords)

- Help lift packs and remove packs, keep packs out of the dirt best as possible
- Learn and be able to share some historical/ natural facts about the area or vegetation
- Look for teachable moments that could be used for spiritual or character implication
- Brush off dry dirt from packs before returning to Project Forty

Snowshoeing: Snowshoeing is strapping adventure right onto your feet! It's a great way to make a fresh winter snow a part of your day and see the beauty of our winter wonderland while learning a new skill and taking in fresh winter air.

- Make sure you have all the snowshoes (variety of sizes)
- Learn the snowshoe straps for the various models so you can properly instruct participant to put them on correctly
- Help get shoes on and make sure that everyone has some type of waterproof footwear on
- Provide proper illumination for each participant if later in the day (headlamps provided by Project Forty)
- Learn and be able to share some historical/ natural facts about the area or vegetation
- Look for teachable moments that could be used for spiritual or character implication
- Be sure to collect all headlamps and make sure they are accounted for
- Pack snowshoes in bins so water can melt off the shoes and be emptied out of the bin (prevent rust by drying them after each use)
- Clean snow/mud off shoes when necessary, report and damage or repair needs

Mountain Biking: Michigan has some great mountain biking trails that need some love. This is teaching participants some basics about biking, shifting, and learning to set personal goals and working hard to achieve those goals. It's a little more involved, but oh so worth it!

- Be sure you know the basics about mountain bikes and bike mechanics. These skills will include:
 - How to shift, brake, and pedal to ride efficiently as possible
 - How to fix a flat tire in the field
 - How to make a minor adjustment to shifters, brakes, and/or seats prior to the ride
 - How to oil/ replace a chain
- Learn how to teach biking techniques so all participants have the best experience possible
- Inspect participant bikes to be sure they can withstand the terrain
- Always have an Adventure Guide in the back/ don't spread out too much (ear shot is a good principle)
- Look for teachable moments that could be used for spiritual or character implication
- Clean bikes when necessary, report and damage or repair needs

Climbing/ Bouldering: Climbing is a great way to pair fathers with their sons, where they both partake in the success of the climb. There are great spiritual analogies that can be taught along with the hard skills of working with ropes, and personal physical challenge of each problem.

- Be sure you know the basics about body movement and belaying. These skills will include:
 - How to properly fit a harness and double back necessary straps
 - How to tie in using a retrace figure 8 knot
 - How to belay using an ATC and an assisted braking device
 - How taking in slack using P.B.U.S (Punch, Brake, Under, Slide)
 - How to lower a participant, assist a belayer in lowering and manage a back-up belayer

- Learn how to teach belay techniques so all participants can climb safely
- Inspect participant harnesses/gear and be sure they know how to use them properly
- Always have an Adventure Guide in control (even as a back-up belayer) of a learning participant until they have proven responsible to belay unsupervised
- Look for teachable moments that could be used for spiritual or character implication
- Clean/ organize all gear and be sure it is accounted for and replaced to its proper location

Orienteering: A map and compass can make for a great challenge that few people out there take advantage of, especially in the age of GPS. This is a challenge to ditch the electronics and go back to an old school navigation system that will surely be a team effort and a ton of fun!

- Be sure you know the basics about a compass and topographic map. These skills will include:
 - How to read a compass and set declination for destination area
 - How to take a bearing
 - How to interpret a map and key
 - How use a map to establish a bearing, then follow that bearing to its intended location
 - How to figure out location using contour lines and triangulation
- Have the compasses preset to the proper declination so participants don't have to worry about the math
- Learn the basics of a compass and topographic map and how they work together to navigate a certain terrain
- Learn how to quickly teach the basics to allow participants to accurately follow a designed course and not get too lost!
- Learn and be able to share some historical/ natural facts about the area or vegetation
- Look for teachable moments that could be used for spiritual or character implication
- Be sure all maps and compasses are returned in good condition and accounted for