



OVERVIEW OF ADVENTURE GUIDE RESPONSIBILITIES

General Responsibilities

- Possess a current and functional understanding of the instructional principles, requisite skills, park regulations, and equipment associated with each adventure you're leading. ***Know what you are doing...***
- Be aware of and ensure that the group adheres to rules and regulations regarding access, land use and social courtesy for the adventure you're leading. ***Don't be that guy...***
- Recognize the presence of diminished operating conditions and limit or adapt program activities as necessary. ***Be flexible to make the adventure enjoyable...***
- Maintain staff/participant ratios and provide appropriate levels of supervision to participants. ***Don't be a superhero, have appropriate help...***
- Communicate the philosophy of Project Forty to participants. ***Learn Project Forty's big picture...***
- Manage group behavior. ***Be creative, be confident and maintain control...***
- Set activity characteristics such as psychological level or traveling speeds that are appropriate to the type of activity, physical setting and group characteristics. ***Assess your group and remember your team is only as strong as its weakest link...***
- Attend program planning and assessment meetings. ***Stay in the loop with Project Forty...***
- Share learning goals and negotiate relevant roles and responsibilities. ***Know your role and help the team function like a well-oiled machine...***
- Assist the other Adventure Guides and staff as required. ***Serve, serve, serve...***
- Represent Project Forty in a professional manner. ***Again, don't be that guy...***

Teaching: *As an Adventure Guide, your role is not only to provide the means for adventure, but to own the adventure. Everybody joining in is looking for something. Exceed their expectations, know what you are doing, the area, a little history and environment... then share what you have learned with your participants. Be prepared to find a teachable moment and boldly share it with the group. You are the guide, the expert, the leader of your adventure in the eyes of the participants, so own the role! Below is a little breakdown for you to review:*

- Teach appropriate sequences of skills, safety procedures, and equipment management.
- Provide structured and semi-structured opportunities for practice and feedback.
- Take advantage of teachable moments to emphasize primary program, group, and individual goals.
- Conduct appropriate warm-ups and stretches prior to engaging in activities.
- In addition to activity-specific technical skills and information, the curriculum may include:
 - appropriate gear and clothing selection, use, and management for expected terrain and weather;
 - environmental impact and interpretation;
 - health, hygiene, first aid and emergency procedures;
 - individual and group behavior and team effectiveness;
 - hydration and nutritional requirements;
 - spiritual components and Biblical worldviews.

Safety & Environment: *It will be your responsibility to ensure that the adventure is safe for everybody involved. This starts in the planning process and must remain as a key priority in decision making throughout the adventure. Being aware of your environment, condition of the group and potential risks will keep things running smoothly and place the focus where it needs to be for the participants--the adventure! Don't panic, with a little training--you got this!*

- Select program areas that are appropriate to participant skill levels, program activities and goals, logistical constraints, and leadership abilities.
- Develop familiarity with program areas (site files, print and electronic resources, past program files, or by visitation).
- Be aware of site-specific natural and cultural heritage, and utilize appropriate environmental educational and Leave No Trace (LNT) principles to limit group impact.
- Conduct safety briefings about relevant environmental issues/hazards (access points, physical hazards, harmful flora and fauna, and weather) and emergency prevention and response procedures (i.e. missing person, lightning drill, injury response, etc.) prior to and during the activities.
- Review emergency procedures, roles and responsibilities, and site-specific information.
- Communicate information about first aid procedures and supplies to staff and participants.
- Exercise the right to disallow any individual from participating in a program if they are inadequately prepared to do so safely.
- Ensure that participants have access to sufficient water and food as appropriate for the event.
- Assess potential diminished environmental conditions and make appropriate adaptations or arrangements to limit impact on participants and programs quality.

Clothing & Equipment: *This is a big list that basically reminds us to make sure that we are wearing the proper clothes and using the equipment the way that it was designed to work. Make sure that you know how to use it and are able to teach your participants how to use it and care for it. If accidents happen, and they most likely will, be diligent to report damage to Project Forty staff so we can take care of the problem in a timely manner. Here are the details the keep in mind:*

- Review personal clothing and equipment requirements with participants.
- Teach basic heat management principles as appropriate (i.e. layering, fabric suitability, proper footwear, and equipment use).
- Carry activity-specific field repair and emergency response equipment and supplies.
- Approve personal equipment for program use on a case per case basis.
- Inspect program equipment prior to use and throughout the program (i.e. when putting a harness on a participant) throughout the program.
- Manage equipment according to the Policy & Procedure Manual during a program and at the conclusion of the program (inventory, storage, and rope logs).
- Inform the Equipment Manager and Program Coordinator of maintenance or replacement needs for safety and first aid equipment, program, and participant equipment.
- Teach participants to respect equipment and report damaged, dysfunctional, or lost gear to an Adventure Guide.
- Use equipment according to manufacturer's specifications, or the Policy & Procedure Manual directions.