

Overall Purpose

The Ropes Coordinator is the point person for the climbing wall and low ropes course. They are responsible for ensuring all trained staff are following all of the appropriate guidelines as well as keeping an accurate record of all equipment use and daily/weekly/yearly inspections.

Responsibilities

- Schedule yearly high and low ropes course inspection and staff training
 - Prior to inspection, ensure all paperwork and equipment are up to date
 - All equipment must be inspected to ensure that it is still in excellent condition, as well as cross-checked with the date of first use to see if it is due for retirement
 - Order new equipment as required with approval from the Executive Director(s)
- Demonstrate leadership in formal staff ropes training
 - Participate in ropes training by a certified instructor
 - Help new staff members with their training
 - Ensure that all equipment is ready for training purposes
- Develop and maintain a program for Kids Camp ropes majors to build on their climbing skills
 - Using previous years' examples, develop a report card for the ropes majors
 - Review overall expectations and goals for each level with other ropes staff
 - Create a week-long program to promote teamwork and individual challenges in order to help campers meet the expectations for their desired level
 - Ensure that inspection logs and accident reports are filled out consistently and in a timely manner
- At the end of the summer, ensure that the climbing wall is well secured and that all equipment is properly inspected and stored for the winter months
 - Ensure that all paperwork, inspection logs and accident reports are up to date
- Create/develop CREW climbing program in collaboration with the CREW Director
 - In collaboration with the CREW Director, teach CREW campers how to climb, do knots, belay, etc.

Other Duties

- Ensure there are proper warning signs posted at the climbing wall and low ropes course
- Look for and develop new team-oriented and personal challenge games
- Improvise on program for inclement weather days
- Keep up to date first aid certification

Relationships

- Liaison at the Canadian Ropes Course Company
- MEC
- Camp Office – use a walkie talkie to keep in touch when across the road with campers
- Cabin Leaders
- Major Instructors
- LIT
- CREW

Equipment Used

- Climbing equipment including:
 - Climbing ropes
 - Harnesses
 - Helmets
 - Carabiners
 - ATC
 - Webbing
 - Backpacks
 - Etc.

Qualifications

The Ropes Coordinator must be certified as a ropes instructor through formal training (hosted during staff training at camp). Previous experience in ropes and climbing is required.

Requirements

Setting up the ropes courses is a physical task, requiring stamina and strength. The Ropes Coordinator must:

- Be able to lift 20+ pounds at one time
- Belay children and staff members through the course
- Ensure they are locked into their posts if their weight is less than the participant they are belaying
- Understand all safety procedures of the ropes courses
- Possess the physical strength to climb the high ropes course to carry out emergency procedures