

Quinn K. Guffey

Contact: 573.578.9129 | Quinn.kg@icloud.com | Missouri 65401

Professional Summary

Recent college graduate and early-career outdoor professional with lived experience as a wilderness-based program participant (Aspiro, Utah), providing a strong foundation for empathy and rapport with youth. Experience includes administrative leadership at a nonprofit summer camp, supporting staff, parent communication, gear preparation, and high-volume documentation. Active rock climber and frequent hiker with a strong interest in supporting youth safety, structure, and growth in outdoor environments.

Education

Bachelor of Science in English and Technical Communications | Minor in Writing
The Missouri University of Science and Technology, Rolla, MO | Fall 2023 – Spring 2026

Relevant Experience

Resident Advocate

The Russell House — Rolla, MO
June 2024 – Present

- Responded to crisis calls, providing confidential, trauma-informed domestic and sexual violence advocacy
- Conducted survivor intakes and needs assessments using empathetic, client-centered communication
- Maintained strict confidentiality while documenting, organizing, and transmitting sensitive information
- Collected, reviewed, and routed resident paperwork to the weekday case manager to support continuity of care and timely follow-up
- Collaborated with the case manager and shelter staff to support survivor safety and service planning
- Monitored surveillance systems and ensured resident and facility safety
- Supported daily shelter operations and coordinated shared responsibilities

Camp Office Manager (Seasonal)

Sherwood Forest Quest Camp — Lesterville, MO
June 2025 – August 2025

- Managed daily office operations for a residential summer camp, supporting staff, campers, and leadership
- Served as a primary point of contact for parents, staff, and external contacts, directed and triaged incoming calls
- Supported village directors with night logs and camper reports, ensuring accurate documentation and follow-up
- Collected, reviewed, and tracked counselor-completed meal documentation each meal to ensure accuracy and compliance with government-funded food and nutrition grant requirements
- Maintained meal and nutrition records required for ongoing grant eligibility and reporting
- Managed the flow of paperwork from the nurse's office, ensuring timely routing and confidentiality
- Transported campers to off-site activities using 12-passenger vans; obtained and maintained a Missouri Class E driver's license
- Supported the Tripping department by packing food, preparing backpacking supplies, and assisting with trip logistics
- Developed and tracked accurate records and internal documentation in accordance with camp policies and funding requirements

Open Water Lifeguarding (Seasonal)

Fugitive Beach — Rolla, MO

May – August 2021; May – August 2022

- Provided open water lifeguarding with primary responsibility for risk management, youth safety, and emergency response
- Continuously assessed environmental hazards, swimmer behavior, weather conditions, and crowd dynamics to prevent incidents
- Responded to aquatic emergencies and performed water rescues in high-pressure situations
- Enforced safety rules and protocols to reduce risk and maintain a safe recreational environment
- Communicated clearly with lifeguard teams to coordinate coverage and emergency response
- Previously certified in lifeguarding, CPR/AED, and first aid; maintained physical readiness for demanding conditions

Relevant Skills

- Crisis response and trauma-informed support
- Youth supervision, safety, and risk management
- Administrative operations and office coordination
- Documentation management, recordkeeping, and confidentiality compliance
- Intake interviews, needs assessment, and client communication
- Grant and compliance documentation
- Transportation coordination and passenger-van driving
- Outdoor program logistics and trip preparation
- Gear preparation, packing, and inventory coordination
- Open water safety awareness and emergency response
- Team collaboration and cross-role support
- Professional written and verbal communication
- Participant emotional regulation and rapport building
- Outdoor education fundamentals and environmental awareness
- Trail navigation and backcountry travel (foundational)
- Indoor and outdoor rock climbing (recreational)

Licenses and Certifications

- Missouri Class E Driver's License (12-passenger vans)
- Open Water Lifeguarding (previously certified)
- CPR/AED and First Aid (previously certified)
- Infant CPR (previously certified)