

# Job Posting: NDC Assistant Camp Director

El Ranchito

Summer Camp 2015

Austin, Texas – [www.elranchito.org](http://www.elranchito.org)

**Title:** Assistant Camp Director  
**Supervisor:** Nature Discovery Camp Director  
**Employment Dates:** May 29 - July 7, 2015. Must be in residence June 6-July 7, 2015 with designated time off. (Work days before and after this period must be approved by the Executive Director.)  
**Camp Dates:** June 6-12 (full staff training); June 14-July 7 (NDC sessions, group evaluation, JC eval)  
**Salary:** \$4,100 (plus \$400 for required Waterfront Lifeguard Certification; pay rate outside Employment Dates is \$18/hr)  
**Classification:** Seasonal Employment, health benefits not provided  
**Closing Date:** February 28, 2015, or until filled  
**To Apply:** Please submit application and resume to [employment@elranchito.org](mailto:employment@elranchito.org) or to El Ranchito Camp, 16037 Hamilton Pool Rd, Austin, TX 78738.

## Camp Description

*El Ranchito's* mission is to connect children with the natural world by providing an extraordinarily fun and inspiring nature-immersion camping experience. Campers intimately experience the land, its plants and animals, its creeks, and the starry night sky. A primitive tent camp, where staff and campers sleep, makes experiencing the natural world fun and safe. The camp site is located on the Shield Ranch, just 20 miles southwest of Austin. El Ranchito is a project of the Shield Ranch Foundation in collaboration with El Buen Samaritano Episcopal Mission and Westcave Outdoor Discovery Center.

## Position Description

The assistant camp director will serve as the Nature Discovery Camp waterfront director and work closely with the NDC camp director to coordinate and supervise staff training and camp operations including nature-focused programs and recreation activities for children entering the 4<sup>th</sup> through 9<sup>th</sup> grades. In addition, this position is responsible for finalizing curriculum for and supervising/mentoring junior counselors and counselors-in-training, including: daily check-ins and evaluations. Additional duties include but are not limited to:

- Assist in hiring counselors, JCs, CITs (if available) and developing staff training schedule and materials.
- Assist in planning camp layout and setting up camp facilities at the Shield Ranch.
- Work with supervisor and counselors to plan and coordinate daily program activities and logistics.
- Work with the camp cook and the NDC and CC directors to coordinate food service schedules.
- Monitor program delivery and effectiveness and adapt as needed to meet camp objectives.
- With support from camp director and lead counselor, train and supervise junior counselors.
- Directly supervise all waterfront activities for NDC and conduct swim tests for all NDC campers.
- Work with camp staff to ensure consistently safe water procedures and practices.
- Assist in solving problems as they arise (camper and/or staff) and manage camper emergencies.
- Provide essential leadership to support conservation values on the part of staff and campers.
- Serve as a healthy role model and guide providing insight, direction, nurture and support for campers.
- Cultivate effective working relationships with and among staff, volunteers and camp participants.
- Fully participate in weekly evaluations, prepare JC/CIT final report; assist with supervisor's final report.
- Provide leadership support for camp take-down, inventory and end of season equipment storage.

## Qualification Requirements

- Bachelor's degree with concentration in education, natural resource protection, natural science and/or recreation, and at least two years working with children, preferably in teaching and/or camp settings.
- Experience and knowledge of natural settings, wilderness activities, and guiding nature exploration
- Experience working with children in outdoor and organized residential camp settings
- Demonstrated passion and commitment to connecting children with nature.
- Preferred qualifications: Spanish fluency; staff team leader experience; 15-passenger van driver
- Willing to accept supervision, work independently and as part of a team
- Willing to live in a tent camp setting without running water, air conditioning and use of electronics
- Willing to follow the camp dress code
- Proof of required current Waterfront Lifeguard Certification before camp employment begins.
- Proof of required CPR and Basic First Aid Certification (or better) before camp employment begins.
- Completion of a sexual misconduct prevention course (as part of training).
- Background check required. Any candidate with a felony conviction will be disqualified.
- No tobacco, drugs, alcohol or weapons are permitted at El Ranchito.