

# Job Posting: **Program Assistant**

**El Ranchito**

**Summer Camp 2015**

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

**Title:** Program Assistant (2 positions: 1 for NDC and 1 for CC)  
**Supervisor:** Camp Director (for either Nature Discovery Camp or Conservation Corps)  
**Employment Dates:** 8:00am May 29 until 3:00pm July 6, 2015 (in residence June 6 – July 6, 2015)  
**Camp Sessions:** June 6 – July 6, 2015, including staff training, camper sessions, and evaluation  
**Salary:** \$2,050 plus mileage for errands from camp when personal vehicle is used; \$14/hour for work outside contract period  
**Classification:** Seasonal Employment, health benefits not provided  
**Closing Date:** February 28, 2015, or until filled  
**To Apply:** Please submit application and resumé 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 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 for the campers. The Nature Discovery Camp and Conservation Corps sites are close to each other and 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 Preserve.

## **Position Description**

The two program assistants will participate in staff training and perform a variety of tasks to support the operation of two distinct camps (Nature Discovery Camp and Conservation Corps), including planning and prep before full staff training begins, and program support during all camp sessions. Each program assistant will be assigned to NDC or CC with overlap tasks for both camps, and will also provide some support directly to executive director and cook as assigned. Specific hours must be worked out with supervisors in advance. Duties include but are not limited to:

- Help set-up camp and prepare for camp programs and activities.
- Take part in staff training per scheduled sessions as determined with supervisor.
- Lead/supervise programs or free time during staff meetings at each camp.
- Provide administrative support and run errands for supervisor and executive director as needed.
- Fill in as counselor/crew leader if needed.
- Prepare items for campers each week (e.g., watershoes, packs, shirts, photos, etc.).
- Assist camp cook (as scheduled and as needed) with facility set-up, food services, and take-down.
- Support camp directors in programs, projects and logistics as needed (NDC and CC)
- Model 100% involvement with the program and commitment to the campers having fun in nature.
- Promote conservation values with campers, Corps members and staff.
- Serve as a healthy role model for campers and Corps members
- Cultivate effective working relationships with staff, volunteers, and camp participants.
- Contribute to the weekly camp evaluation and final evaluation after camp sessions end.
- Perform other duties as assigned to support camp operations and site maintenance.
- Assist in taking down camp, inventorying equipment and packing for storage.

## **Qualification Requirements**

- At least two years of college with interests in outdoor recreation and nature study.
- Must be very well organized and flexible, and able to cheerfully shift gears as priorities change.
- Experience working with youth ages 9-18.
- Experience tent camping, hiking and exploring in natural areas.
- Experience working in outdoor and organized residential camp settings.
- 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 a camp dress code.
- Proof of required CPR and Basic First Aid Certification (or better) before camp employment begins.
- Completion of a sexual misconduct prevention course (part of our staff training).
- Must have a valid driver's license and clean driving record.
- Background check required. Any candidate with a felony conviction will be disqualified.
- No tobacco, drugs, alcohol or weapons are permitted at El Ranchito.