

Job Posting: **Conservation Corps Director**

El Ranchito

Summer Camp 2017

Austin, Texas – www.elranchito.org

- Title:** Conservation Corps Director
- Supervisor:** El Ranchito Director of Operations
- Employment Dates:** April 28-July 14, 2017, including: two training weekends April 28-30 and June 3-4; Leaders Circle; staff training; CC session; and evaluation report.
- Residency Dates:** June 9-July 11, 2017 (full staff training, camp session, full staff evaluation/take-down)
- Salary:** \$5,900 plus \$450 for required Waterfront Lifeguard Certification.
Approved hours worked before/after Employment Dates will be paid on an hourly basis (\$20/hr.); approximate total for year: 100 hrs.
- Hours:**
April 28-June 8: 20 hrs/wk, non-residential
June 9-July 11: residential 24/7 with designated off and refresh time
July 12-14: evaluation meetings and report, non-residential
- Classification:** Seasonal Employment, health benefits not provided
- Closing Date:** January 31, 2017, or until filled
- To Apply:** Please submit letter of interest, staff application and resumé to employment@elranchito.org or to El Ranchito Camp, 11719 Bee Cave Rd, Suite 300, Austin, TX 78738.

Camp Description

El Ranchito's mission is to connect youth with the natural world by providing an extraordinarily fun and inspiring nature-immersion camping experience. The Conservation Corps (CC) is El Ranchito's camp session serving 10th-12th grade students. The Corps has a four-fold focus: nature/conservation immersion, community building, leadership development, and job training. Corps members intimately experience the land, its plants and animals, its creeks, and the starry night sky. A primitive tent camp, where staff and Corps members sleep, makes experiencing the natural world fun and safe. The camp site is within close proximity of the Nature Discovery Camp (for 4th-9th graders) and 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 CC director will direct and evaluate a residential conservation corps summer camp for underserved youth entering 10th through 12th grades. The CC director will provide essential leadership to encourage conservation values on the part of staff and Corps members and will cultivate effective working relationships with and among staff and Corps members. *[NOTE: The CC director may also be considered for a lead or co-lead position for the Gulf Coast Expedition, a service learning journey for 18-20 year-olds, July 17-30. See separate details for program description, additional training, responsibilities, and salary.]*

Responsibilities include:

- Assist in recruitment and hiring of CC staff in consultation with supervisor.
- Develop effective leadership team with supervisor, project coordinator and NDC lead staff.
- Directly supervise all CC staff; conduct daily staff meetings and scheduled one-on-one check-ins.
- Fully participate in Directors Training and Leaders Circle Training before full staff training begins.
- Support the registration director with Corps member recruitment, interviewing and selection, including: assist with kick-off registration session (**Feb 25**); coordinate interviews with applicants; manage member check-in and check-out for CC session/events.
- Serve on Program Committee (fall-spring) and assist in planning, review and scheduling of camp curriculum and programs, including adventure trips.
- Conduct reconnaissance trips and prepare risk assessment summaries for all new activities.
- Review and revise camp staff and curriculum manuals, in collaboration with supervisor and Program Committee, to be posted for El Ranchito staff by **May 15**.
- In collaboration with supervisor and NDC director, develop basic staff training schedule and facilitate/co-facilitate staff training.
- Inspire and support a staff team spirit that is cooperative, positive, mindful, engaging and playful.

- Train, supervise and support staff in positive age-appropriate Corps member management strategies.
- Serve as a healthy role model, teacher, and guide providing insight, direction, nurture and support for Corps members and staff.
- During camp, coordinate daily with director team, cook, nurse, and safety officer.
- Direct/support/oversee all CC operations during camp session, including: adherence to programs and schedules, work project readiness/productivity, project, tool and safety training, effective project and work crew management, curriculum/program delivery, food service support by CC staff and members, transportation, risk management, emergency and medical readiness/response, staff supervision, staff meetings/check-ins, and community development and dynamics.
- Manage photo documentation of camp, making photos available in timely manner for social media postings.
- Manage camp session closure:
 - Lead staff in developing end of session activities, fireside chats with visitors, and ways to bridge this Corps experience with members' families, home communities, and future opportunities.
 - Direct staff preparations for the closing picnic with families, including a time-sensitive and scripted program, presentations by and to Corps members, and a slide show highlighting the session's activities.
 - Work with supervisor to prepare packet of materials to send home with Corps members.
- Coordinate mid-session and full evaluations of camp with staff and members, and prepare Director Evaluation Report with recommendations for future camp sessions.
- Support camp set-up and camp take-down at the Shield Ranch as needed.
- Participate in organizational and program planning throughout the year.
- Participate in year round activities, including Fall Reconnect (in October) and 1-3 Corps events.
- Support family engagement (e.g., family picnics, family campouts, focus groups, etc.).

Qualification Requirements

- College degree with concentrations in education, natural resource protection, and/or natural sciences, and at least two years of supervisory and program development experience.
- Considerable experience with and passion for natural settings, wilderness activities, and adventure leadership.
- Experience working with high school youth in outdoor and organized residential camp settings.
- Experience planning/leading conservation projects, and directing/supervising work crews.
- Demonstrated skill with inspiring community, managing group dynamics, and resolving conflict.
- Demonstrated competence in camp administration, staff training/supervision, teaching and counseling.
- Demonstrated competence in communicating clearly, prioritizing tasks, delegating, and staying calm under pressure.
- Comfortable accepting supervision, working independently, leading a team, and performing as part of a team.
- Willing to model cheerful and energetic program engagement while living in a tent camp setting without running water, air conditioning and use of electronics.
- Willing to comply with and consistently enforce the camp dress code and all other camp policies.
- Austin area resident strongly preferred (due to year-round planning and events).
- Spanish fluency preferred but not necessary.
- Competent use of information technology.
- Proof of current CPR certification; must earn Wilderness First Aid certification (part of staff training).
- Completion of a child protection course (part of staff training).
- Background check required. Any candidate with a felony conviction will be disqualified.
- No tobacco, drugs, alcohol or weapons are permitted at El Ranchito.