

# Job Posting: **CC Project Coordinator**

**El Ranchito**

Summer Camp 2017

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

**Title:** Project Coordinator  
**Supervisor:** Conservation Corps Director  
**Employment Dates:** May 22 – July 14, 2017; work schedule before and after this period to be coordinated with supervisor and Director of Operations in advance.  
**Residency Dates:** June 9 – July 11, 2017 (includes full staff training and one 13-day camp session)  
**Salary:** \$4,600 (plus \$450 for required Waterfront Lifeguard Certification and \$18/hr before/after Employment Dates)  
**Classification:** Seasonal Employment, health benefits not provided  
**Closing Date:** January 31, 2017, or until filled  
**To Apply:** Please submit application and resumé to [employment@elranchito.org](mailto:employment@elranchito.org) or to El Ranchito Camp, 11719 Bee Caves Rd, 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 10<sup>th</sup>-12<sup>th</sup> grade students. The Corps has a four-fold focus: nature 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 4<sup>th</sup>-9<sup>th</sup> 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 project coordinator will work closely with the Director of Operations before staff training to prepare work projects for Conservation Corps (CC) and co-coordinate set-ups for both Nature Discovery Camp (NDC) and the CC camp. S/he will assist the CC Director manage staff training and residential camp operations, and will supervise daily work projects, ensuring that the projects are carried out in a safe and successful manner. In addition, responsibilities include:

- Co-lead in coordinating the set-up of NDC and CC camp sites.
- Plan conservation projects, prepare tool cache and ensure daily project readiness.
- Provide training of CC crew leaders in trail building/maintenance skills and tool safety.
- Conduct daily safety talks and group stretches and serve as safety officer during work projects.
- Coordinate and supervise the conservation work projects, including all logistics, and work closely with supervisor to integrate nature curriculum with work projects when relevant.
- Support camp activities and programs outside work projects, fully participating in camp community.
- Work closely with supervisor and other camp staff to organize daily activities.
- Serve as a healthy role model and guide providing insight, direction, nurture and support for campers.
- Provide essential leadership to encourage conservation values on the part of staff and campers.
- Cultivate effective working relationships with and among staff, volunteers and camp participants.
- Fully participate in camp evaluations as requested/directed.
- Take the lead in coordinating end of camp tool maintenance, camp take-down, inventory and end of season storage of NDC and CC equipment as needed.

## **Qualification Requirements**

- Bachelor's degree with concentration in education, natural resource protection, natural science, outdoor leadership, and/or recreation. Three years of similar work experience may substitute for two years of college.
- Two years of experience leading/supervising crews on conservation projects (e.g., trail building, habitat restoration)
- Experience and knowledge of natural settings, wilderness activities, and outdoor leadership
- Experience working with youth in outdoor and organized residential camp settings, and passionately committed to empowering youth.
- 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 and enforce a camp dress code and all other camp policies
- Completion of Wilderness First Aid and sexual misconduct prevention courses (as part of staff training)
- Proof of current Waterfront Lifeguard/CPR certification required before camp employment begins
- Preferred qualifications: competence with information technology; supervisory experience; Spanish fluency; 15-passenger van driver
- Background check required. Any candidate with a felony conviction will be disqualified
- No tobacco, drugs, alcohol or weapons are permitted at El Ranchito