

Job Posting: NDC Assistant Camp Director

El Ranchito

Summer Camp 2017

Austin, Texas – www.elranchito.org

Title: Assistant Camp Director
Supervisor: Nature Discovery Camp 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 or to El Ranchito Camp, 11719 Bee Caves 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 4th through 9th 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.
- 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 child protection course (as part of training).
- Preferred qualifications: Spanish fluency; staff team leader experience; 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.