

# Job Posting: **NDC Director**

**El Ranchito**

**Summer Camp 2017**

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

- Title:** Nature Discovery Camp Director
- Supervisor:** El Ranchito Director of Operations
- Employment Dates:** April 28-July 14, 2017, including: two training weekend April 28-30 and June 3-4; Leaders Circle; staff training; three NDC camp sessions; and evaluation report.
- Residency Dates:** June 9-July 11, 2017 (full staff training, camp session, full staff evaluation/take-down)
- Salary:** \$6,200 (plus \$20/hr before/after Employment Dates; approx total for year: 100 hrs).  
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 resume to [employment@elranchito.org](mailto: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 children with the natural world by providing an extraordinarily fun and inspiring nature-immersion camping experience. Nature Discovery Camp serves 4<sup>th</sup>-9<sup>th</sup> graders in three sessions, each with two grades at a time (4<sup>th</sup>-5<sup>th</sup>, 6<sup>th</sup>-7<sup>th</sup>, 8<sup>th</sup>-9<sup>th</sup>). 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 in close proximity to the Conservation Corps camp (for 10<sup>th</sup>-12<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 camp director will direct and evaluate El Ranchito Nature Discovery Camp, a residential nature immersion summer camp for underserved, predominantly Hispanic children entering 4<sup>th</sup> through 9<sup>th</sup> grades. The camp director will provide essential leadership to ensure full implementation of El Ranchito curriculum and nature-immersion philosophy, and will cultivate effective working relationships with and among staff, volunteers and camp participants and their families.

### Responsibilities include:

- Assist in recruitment and hiring of NDC staff and volunteers in consultation with supervisor.
- Develop effective leadership team with supervisor, and assistant camp director, and CC lead staff.
- Directly supervise all NDC volunteers and staff (except junior counselors and counselors-in-training), and hold daily staff meetings and one-on-one check-ins per camp schedule.
- Fully participate in Directors Training and Leaders Circle Training before full staff training begins.
- Support the registration director with camper recruitment and registration, including: assist with open registration session (**Feb 25**); collaborate on interviews and assessment of camper readiness; manage camper check-in and check-out for NDC sessions and 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 CC 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 using age-appropriate and positive camper management strategies.
- Serve as a healthy role model, teacher, and guide providing insight, direction, nurture and support for staff.
- During camp, coordinate daily with director team, cook, nurse, and safety officer.
- Direct/oversee all NDC operations during camp sessions including: adherence to programs and schedules, curriculum/program delivery, food service support by NDC staff and campers, transportation, risk management, emergency and medical readiness/response, camper behavior and health management, and staff team development.
- Support Assistant Director's implementation of Junior Counselor program which includes recruitment, application workshops, interviewing, hiring, and Junior Counselor training. Assume tasks as needed.
- Manage photo documentation of camp, making photos available in timely manner for social media postings.
- Manage closure for each of three camp sessions: evaluations, family picnic, program, camper readiness.
- Coordinate weekly and full evaluations of camp with staff, 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).
- Support family engagement (e.g., family picnics, family campouts, focus groups, etc.).

### **Qualification Requirements**

- College degree with a concentration in education, natural resource protection, natural science or outdoor recreation, plus four years of experience working with children, preferably in teaching and/or camp settings.
- Must live in the Austin TX area year round in order to participate in year round planning and events.
- Must be available to attend planning meetings during the off-season (average 10 hrs/month at hourly rate).
- Spanish fluency strongly preferred. If this position is filled with a non-fluent Spanish speaker, the Assistant Camp Director must be a fluent Spanish speaker. Salary adjustment may be required to share this task.
- Considerable experience with and knowledge of natural settings, wilderness activities, and nature programs.
- Experience working with children in outdoor and organized residential camp settings.
- Passionately committed to connecting children and families with nature.
- Demonstrated competence in youth camp administration, staff training/supervision, and teaching or 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.
- Willing to accept supervision, work independently and as part of a team.
- Competent use of information technology.
- Proof of current CPR and Basic First Aid Certifications.
- Completion of child protection course (as part of training).
- Preferred qualifications: Wilderness First Aid and Waterfront Lifeguard certifications.
- Background check required. Any candidate with a felony conviction will be automatically disqualified.
- No tobacco, drugs, alcohol or weapons are permitted at El Ranchito.