

Job Posting: Shield Ranch Foundation, Program Director/El Ranchito Director: Open through 7.15.2017

The Opportunity

The Shield Ranch Foundation (SRF) is seeking a Program Director to inspire, create and manage nature based education and outreach programs on the Shield Ranch. Since its inception in 2008, the primary activity of SRF has been the operation of El Ranchito, a nature immersion summer camp for underserved youth. Additional SRF activities include hosting educational programs, nature awareness programs, hikes, overnights and special events for conservation minded groups.

El Ranchito's mission is to connect children with the natural world by providing an extraordinarily fun nature-immersion camping experience. In a primitive tent camp setting on a hill country ranch, campers intimately experience the land, plants and animals, creeks, and starry night sky while living in community outdoors. El Ranchito is a collaboration with El Buen Samaritano Episcopal Mission and Westcave Preserve. For ten years, El Ranchito has been offered for 4th grade through high school aged youth. In 2017 SRF launched the Gulf Coast Expedition, a service learning journey for young adults ages 18 to 22.

The Shield Ranch Foundation (SRF) is a Texas 501c3 private operating foundation organized by the owners of the Shield Ranch, and operated for charitable purposes including education, research and conservation.

The 6,800-acre Shield Ranch is located in southwestern Travis and northern Hays Counties in the Barton Creek Watershed. The ranch is a protected wildland in close proximity to the City of Austin. Ninety-five percent of the ranch is under conservation easements with The Nature Conservancy and the City of Austin. The ranch has been in the Shield-Ayres-Bowen family since 1938.

The Program Director/El Ranchito Director will report to the Shield Ranch Foundation Executive Director and will assume a high level of responsibility for foundation program development and oversight.

Responsibilities include:

Outreach and Education

- Develop and maintain positive relationships with Shield Ranch partners, volunteers and community members.
- Inspire, develop and manage outreach programs and events on the ranch consistent with the SRF strategic plan.
- Create ranch experiences, trail guides, and interpretation for visitors to the ranch.
- Develop and maintain risk management plans for SRF programs.
- Ensure procedures and protocols are in place to provide for the health and safety of all program participants.
- Conduct presentations and tours of the ranch for various groups.
- Make presentations about SRF programming in the community.
- Maintain records documenting use of the ranch by outside groups (dates, program, number of participants, etc.).
- Create volunteer and internship programs to assist with education and outreach programs.

Camp El Ranchito

Manage all aspects of El Ranchito including Nature Discovery Camp, Conservation Corps and the Gulf Coast Expedition:

- Planning – Work with SRF Trustees and Executive Director to chart the next decade for camp including the development of permanent facilities, deeper engagement and extended experiences for campers and camper families.
- Personnel – Oversee hiring and training of all camp staff. Support and empower camp directors.
- Camper Recruitment - Oversee registration process and efforts to recruit campers who fit the El Ranchito Camper Profile.
- Programs and Curriculum – Oversee the development of a robust curriculum of the highest quality that is “extraordinarily fun,” educational, and age appropriate.
- Health and Safety – Ensure that camp is a safe environment. Oversee the annual review and revision of all policy and training procedures and materials relating to the health and safety of campers and staff.
- Risk Assessment – Oversee the annual review of all aspects of camp operations (site issues, transportation, activities, etc.) that present risks to campers and liability exposure to El Ranchito.
- Administration – Manage partner agreements, develop budgets and manage financial reports, ensure that foundation administrative activities are well organized and that records are properly maintained.
- Marketing/Public Relations/Fundraising – Manage website, serve as a spokesperson, develop fundraising activities.

Qualifications:

- Demonstrated and passionate commitment to conservation and environmental education
- Working knowledge of regional flora and fauna
- Minimum undergraduate degree required
- Minimum of six years’ experience preferred in the fields of informal science education, environmental education, camp management and/or outdoor recreation
- Demonstrated and passionate commitment to serving youth
- Demonstrated skills in the area of management and supervision of staff
- Strong verbal and written communications skills
- Outstanding organizational skills and attention to detail
- Attentiveness and experience with matters of safety, risk and liability
- Must be willing to work evenings and weekends
- Current certification for child safety protection, CPR first aid and wilderness first aid training (opportunity for this training will be provided)
- Criminal background check required

Compensation and Benefits:

- Salary commensurate with education and experience
- Health insurance
- Paid vacation
- Cell phone allowance
- Mileage reimbursement

Office located in Bee Cave, TX

To apply:

Please submit your resume along with a cover letter and three references via email to info@shieldranch.com
Position is open through July 15, 2017