

# Job Posting: **CC Project Coordinator**

**El Ranchito**

Summer Camp 2019

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

**Title:** Project Coordinator

**Supervisor:** Conservation Corps Director

**Employment Dates:** May 20 – July 11, 2019

**Residency Dates:** June 7 – July 9, 2019

**Salary:** Residency includes all meals, staff training and camp session with designated off and refresh time  
\$4,600 (plus \$450 for required Waterfront Lifeguard Certification and \$18/hr before/after Employment Dates)

**Classification:** Seasonal Employment, health benefits not provided

**To Apply:** Please submit application and resumé to [employment@elranchito.org](mailto:employment@elranchito.org)

## **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) serves young people entering 10<sup>th</sup>-12<sup>th</sup> grade. Corps members intimately experience the land, its plants and animals, its creeks, and the starry night sky while focusing on community building, leadership development, and job training. 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, 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. The coordinator will assist the CC Director manage staff training, 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: supervisory experience; proficient in Spanish; 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