

Job Posting: **Nature Discovery Camp Director**

El Ranchito

Summer Camp 2019

Austin, Texas – www.elranchito.org

Title:	Nature Discovery Camp Director
Supervisor:	El Ranchito Program Director
Employment Dates:	May 1-July 11, 2019
Residency Dates:	June 7-July 9, 2019 (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:	May 1-June 7: 20 hrs/wk, non-residential (including May 4 workshop & May 10-12 campout) June 7-July 9: residential 24/7 with designated off and refresh time July 10-11: evaluation meetings and report, non-residential
Classification:	Seasonal Employment, health benefits not provided
To Apply:	Please submit letter of interest, staff application and resume to employment@elranchito.org

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 4th-9th graders in three sessions, each with two grades at a time (4th-5th, 6th-7th, 8th-9th). 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 10th-12th 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 4th through 9th 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 (**March 3rd**); 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.
- 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).
- Proficiency in Spanish
- 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.