CC Project Coordinator

Title: Project Coordinator
Supervisor: Conservation Corps Director
Employment Dates: May 18 – July 10, 2020
Residency Dates: June 5 – July 8, 2020 (Residency includes all meals, staff training and camp session with designated off and refresh time)
Salary: $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: Visit www.elranchito.org/jobs/ to apply online

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 10th-12th grade. The campsite is within close proximity of the Nature Discovery Camp (for 4th-9th graders) and is located on the Shield Ranch, 20 miles southwest of Austin. 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. 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 CC Director before staff training to prepare work projects for CC and co-coordinate set-ups for both Nature Discovery Camp (NDC) and the CC camp. The Project Coordinator will assist the CC Director to manage staff training and camp operations, and will supervise daily work projects, ensuring that the projects are carried out in a safe and successful manner. Responsibilities include:

- Co-lead in coordinating the set-up of NDC and CC campsites.
- Plan conservation projects, prepare tool cache and ensure daily project readiness.
- Train CC crew leaders in trail building/maintenance skills and tool safety.
- Conduct daily safety talks, 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.
- Serve as a healthy role model and guide; provide 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 with 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.
- Background check required. Any candidate with a felony conviction will be disqualified.
- Tobacco, drugs, alcohol and weapons are not permitted at El Ranchito.
- Preferred qualifications: supervisory experience; proficient in Spanish; 15-passenger van driver.