



Dear Applicant,

Thank you for your interest in working with El Ranchito. We are following recommendations and information from the Centers for Disease Control, American Camp Association, the Texas Department of State Health Services, as well as our medical director Dr. Brian Temple and camp nurse Becca Harkleroad, RN to be able to make a final decision about whether camp will be in-person or virtual by April 1st. We WILL have El Ranchito Summer Camp in 2021 and we hope you will be able to join us!

We have prepared two job descriptions: one for each scenario. The first one will be in effect for in-person camp and the second one for virtual camp.

Once we receive your application we will be in touch about next steps and ways you may be involved in planning camp 2021.

Modifications and additions to duties and responsibilities may occur as we follow protocols in continuing to place staff and camper safety as our highest priority.

CC Project Coordinator Residential Camp

El Ranchito

Summer Camp 2021

Austin, Texas – www.elranchito.org

Title:	Project Coordinator Residential Camp
Supervisor:	Conservation Corps Director
Employment Dates:	May 18 – July 9, 2021
Residency Dates:	June 4 – July 6, 2021 (Residency includes all meals, staff training and camp session with designated off and refresh time)
Salary:	\$4,600 (plus \$450 for <u>required</u> 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-ordinate 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.

CC Project Coordinator

Virtual Camp

El Ranchito

Virtual Summer Camp 2021

Austin, Texas – www.elranchito.org

Title: Project Coordinator Virtual Camp
Supervisor: Conservation Corps Director
Virtual Camp Dates: June 4 – July 6, 2021
Salary: \$18/hr, 40 hours per week max, approximately 25-40 hours/week
Classification: Hourly Employment (health benefits not provided)

Note: *El Ranchito 2021 may be held as a virtual camp due to social distancing guidelines in effect because of the coronavirus pandemic. Due to the current COVID-19 situation and the decision to conduct El Ranchito virtually, any reference to the residential camp; in person contact or interactions; on site activities or in person activities with campers in the attached description may be considered null and void. Modifications and additions to duties and responsibilities may occur in continuing to place staff and camper safety as our highest priority.*

Virtual Camp Description

The mission of El Ranchito Virtual Camp is to create meaningful connections with the El Ranchito community and the natural world while distancing using virtual tools and independent activities.. 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-ordinate activities 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:

- Plan conservation projects, prepare tool cache and ensure daily project readiness.
- 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.

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 follow and enforce a camp dress code and all other camp policies.
- 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; driving a 15-passenger van driver.