



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.

## Assistant Camp Director, Nature Discovery Camp Residential Camp

## El Ranchito Summer Camp 2021

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

<b>Title:</b>	Assistant Camp Director, Residential Camp
<b>Supervisor:</b>	Nature Discovery Camp Director
<b>Employment Dates:</b>	May 18 – July 9, 2021
<b>Residency Dates:</b>	June 4 – July 9, 2021 (Residency includes staff training and camp sessions with designated off and refresh time)
<b>Salary:</b>	\$4,600 (plus \$450 for <u>required</u> Waterfront Lifeguard Certification and \$18/hr before/after Employment Dates)
<b>Classification:</b>	Seasonal Employment (health benefits not provided)
<b>To Apply:</b>	Visit <a href="http://www.elranchito.org/jobs/">www.elranchito.org/jobs/</a> to apply online

### 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. The camp site is located on the Shield Ranch, just 20 miles southwest of Austin. 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. 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 Assistant Camp Director will serve as the Nature Discovery Camp (NDC) waterfront director and work closely with the NDC Director to coordinate and supervise staff training and camp operations including nature-focused programs and recreation activities for children entering 4<sup>th</sup> through 9<sup>th</sup> grade. In addition, this position is responsible for finalizing curriculum for and supervising/mentoring Junior Counselors (JC) and Counselors-in-Training (CIT), including daily check-ins and evaluations. Additional duties include, but are not limited to:

- Assist in hiring counselors, JCs, CITs (if available) and developing staff training schedule and materials.
- Assist in planning camp layout and setting up camp facilities at Shield Ranch.
- Work with supervisor and counselors to plan and coordinate daily program activities and logistics.
- Work with the camp cook and the NDC and Conservation Corp directors to coordinate food service schedules.
- Monitor program delivery and effectiveness and adapt as needed to meet camp objectives.
- Train and supervise junior counselors with support from the camp director and lead counselor.
- Directly supervise all waterfront activities for NDC and conduct swim tests for all NDC campers.
- Work with camp staff to ensure consistently safe water procedures and practices.
- Assist in solving problems as they arise (camper and/or staff) and manage camper emergencies.
- Provide essential leadership to support conservation values on the part of staff and campers.
- Serve as a healthy role model and guide; provide insight, direction, nurture and support for campers.
- Cultivate effective working relationships with and among staff, volunteers and camp participants.
- Fully participate in weekly evaluations, prepare JC/CIT final report; assist with supervisor's final report.
- Provide leadership support for camp take-down, inventory and end of season equipment storage.

### Qualification Requirements

- Bachelor's degree with concentration in education, natural resource protection, natural science and/or recreation, and at least two years working with children (preferably in teaching and/or camp settings).
- Experience and knowledge of natural settings, wilderness activities, and guiding nature exploration
- Experience working with children in outdoor and organized residential camp settings.
- Demonstrated passion and commitment to connecting children with nature.
- 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 the camp dress code.
- Proof of current Waterfront Lifeguard Certification and CPR and Basic First Aid Certification (or higher) before camp employment begins.
- Completion of a child protection course (as part of training).
- Preferred qualifications: Spanish proficiency; staff team leader experience; 15-passenger van driver
- Background check required. Any candidate with a felony conviction will be disqualified.
- Tobacco, drugs, alcohol and weapons are not permitted at El Ranchito.

# Assistant Camp Director, Nature Discovery Camp Virtual Camp

# El Ranchito

## Virtual Summer Camp 2021

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

**Title:** Assistant Camp Director  
**Supervisor:** Nature Discovery Camp Director  
**Virtual Camp Dates:** May 18 – July 9, 2021  
**Salary:** \$18/hr, 40 hours per week max  
**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 Assistant Camp Director for the Nature Discovery Camp (NDC) will work closely with the NDC Director to coordinate and supervise staff training and camp operations including virtual nature-focused programs and recreation activities for children entering 4<sup>th</sup> through 9<sup>th</sup> grade. In addition, this position is responsible for finalizing curriculum for and supervising/mentoring Junior Counselors (JC) and Counselors-in-Training (CIT), including daily check-ins and evaluations. Additional duties include, but are not limited to:

- Assist in hiring counselors, JCs, CITs (if available) and developing staff training schedule and materials.
- Work with supervisor and counselors to plan and coordinate daily program activities and logistics.
- Monitor program delivery and effectiveness and adapt as needed to meet camp objectives.
- Train and supervise junior counselors with support from the camp director and lead counselor.
- Assist in solving problems as they arise (camper and/or staff).
- Provide essential leadership to support conservation values on the part of staff and campers.
- Serve as a healthy role model and guide; provide insight, direction, nurture and support for campers.
- Cultivate effective working relationships with and among staff, volunteers and camp participants.
- Fully participate in weekly evaluations, prepare JC/CIT final report; assist with supervisor's final report.

### Qualification Requirements

- Bachelor's degree with concentration in education, natural resource protection, natural science and/or recreation, and at least two years working with children (preferably in teaching and/or camp settings).
- Experience and knowledge of natural settings, wilderness activities, and guiding nature exploration
- Experience working with children in outdoor and organized residential camp settings.
- Demonstrated passion and commitment to connecting children with nature.
- Virtual online experience with children is a plus.
- Willing to accept supervision, work independently and as part of a team.
- Willing to follow the camp dress code.
- Completion of a child protection course (as part of training).
- Preferred qualifications: Spanish fluency; staff team leader experience; driving a 15-passenger van driver
- Background check required. Any candidate with a felony conviction will be disqualified.
- Tobacco, drugs, alcohol and weapons are not permitted at El Ranchito Camp or at Virtual El Ranchito.