



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.

# Nature Discovery Camp Director Residential Camp

El Ranchito

Summer Camp 2021

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

<b>Title:</b>	Nature Discovery Camp Director
<b>Supervisor:</b>	El Ranchito Camp Director
<b>Employment Dates:</b>	May 1-July 9, 2021
<b>Salary:</b>	\$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.
<b>Hours:</b>	May 1-June 4: estimated 20 hrs/wk, non-residential) June 4-July 6: residential 24/7 with designated off and refresh time July 6-9: evaluation and reporting, non-residential
<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. Nature Discovery Camp (NDC) serves 4<sup>th</sup>-9<sup>th</sup> graders in three sessions, each with two grades at a time (4<sup>th</sup>-5<sup>th</sup>, 6<sup>th</sup>-7<sup>th</sup>, 8<sup>th</sup>-9<sup>th</sup>). 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 campsite is in close proximity to the Conservation Corps (CC) camp (for 10<sup>th</sup>-12<sup>th</sup> 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 NDC Camp Director will direct and evaluate NDC, a residential nature immersion summer camp for underserved, predominantly Hispanic children entering 4<sup>th</sup> through 9<sup>th</sup> 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. Other responsibilities include, but are not limited to:

- Assist in recruitment and hiring of NDC staff and volunteers in consultation with supervisor.
- Develop an 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.
- Fully participate in Director's Training and Leaders Circle Training before full staff training begins.
- Support the registration director with camper recruitment and registration by assisting with open registration, collaborating on interviews and assessment of camper readiness, and managing camper check-in and check-out for NDC sessions and other events.
- Serve on Program Committee (fall-spring) and assist in planning, review and scheduling of camp curriculum and programs, including adventure trips. Review and revise camp staff and curriculum manuals, in collaboration with supervisor and Program Committee, to be posted for El Ranchito staff.
- Conduct reconnaissance trips and prepare risk assessment summaries for all new activities.
- Develop basic staff training schedule and facilitate/co-facilitate staff training in collaboration with supervisor and CC director.
- 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.)
- 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).
- Proficient 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.
- Tobacco, drugs, alcohol and weapons are not permitted at El Ranchito.

# Nature Discovery Camp Director

## Virtual Camp

El Ranchito

Virtual Summer Camp 2021

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

<b>Title:</b>	Nature Discovery Camp Director, Virtual Camp
<b>Supervisor:</b>	El Ranchito Camp Director
<b>Employment Dates:</b>	May 1-July 9, 2021
<b>Salary:</b>	\$20/hour, approximately 25-40 hours/week
<b>Hours:</b>	Approximately 25-40 hours/week, 40 hours per week maximum
<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

### 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

### Position Description

The NDC Camp Director will direct and evaluate NDC, a summer camp for underserved, predominantly Hispanic children entering 4<sup>th</sup> through 9<sup>th</sup> 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. Other responsibilities include, but are not limited to:

- Assist in recruitment and hiring of NDC staff and volunteers in consultation with supervisor.
- Develop an 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).
- Fully participate in Director's Training and Leaders Circle Training before full staff training begins.
- Support camper recruitment and registration by assisting with open registration, collaborating on interviews and assessment of camper readiness, and managing camper check-in and check-out for NDC sessions and other events.
- Serve on Program Committee (fall-spring) and assist in planning, review and scheduling of camp curriculum and programs, including adventure trips. Review and revise camp staff and curriculum manuals, in collaboration with supervisor and Program Committee, to be posted for El Ranchito staff.
- Develop basic staff training schedule and facilitate/co-facilitate staff training in collaboration with supervisor and CC director.
- 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.
- Support Assistant Director's implementation of Junior Counselor program which includes recruitment, application workshops, interviewing, hiring, and Junior Counselor training. Assume tasks as needed.
- Coordinate weekly and full evaluations of camp with staff and prepare Director Evaluation Report with recommendations for future camp sessions.
- 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.)

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- 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).
- Proficient 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 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.
- Completion of child protection course (as part of training).
- Background check required. Any candidate with a felony conviction will be automatically disqualified.
- Tobacco, drugs, alcohol and weapons are not permitted at El Ranchito or at El Ranchito Virtual Camp.