



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.

Program Assistant Residential

El Ranchito
Summer Camp 2021
Austin, Texas – www.elranchito.org

Title: Program Assistant (2 positions: 1 for NDC and 1 for CC) **Supervisor:** Nature Discovery Camp Director or Conservation Corps Director
Employment Dates: June 1 – July 9, 2021
Residency Dates: June 4 – July 6, 2021
Salary: Residency includes staff training and camp sessions with designated off and refresh time \$2,950 (plus mileage reimbursement for errands from camp if personal vehicle used; pay rate for approved hours worked outside of Employment Dates is \$14/hr)
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 children with the natural world by providing an extraordinarily fun nature- immersion camping experience. The Nature Discovery Camp (NDC) and Conservation Corps (CC) sites are closely situated to each other 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 for the campers. El Ranchito is a project of the Shield Ranch Foundation in collaboration with El Buen Samaritano Episcopal Mission and Westcave Preserve.

Position Description

The two program assistants support the operation of NDC and CC, including preparation of the campsite and camp gear, and providing support during the daily operations of camp. Duties include, but are not limited to:

- Help with camp set-up and preparation of camp programs and activities.
- Take part in staff training per scheduled sessions as determined with supervisor.
- Lead/supervise programs or free time during staff meetings at each camp.
- Provide administrative support and run errands for supervisor and executive director as needed.
- Fill in as counselor/crew leader if needed.
- Prepare items for campers each week (e.g., water shoes, packs, shirts, photos, etc.)
- Assist camp cook (as scheduled and as needed) with facility set-up, food services, and take-down.
- Support camp directors in programs, projects and logistics as needed.
- Model 100% involvement with the program and commitment to creating a fun experience for campers.
- Promote conservation values with campers, Corps members and staff.
- Serve as a healthy role model for campers and Corps members.
- Cultivate effective working relationships with staff, volunteers, and camp participants.
- Contribute to the weekly camp evaluation and final evaluation after camp sessions end.
- Perform other duties as assigned to support camp operations and site maintenance.
- Assist in taking down camp, inventorying equipment and packing for storage.

Qualification Requirements

- Two years of full-time work experience or two years of college.
- Must be very well organized and flexible, and able to cheerfully shift gears as priorities change.
- Experience working with ages 9-18.
- Experience tent camping, hiking and exploring in natural areas.
- Experience working in outdoor and organized residential camp settings.
- 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 a camp dress code.
- Proof of required CPR and Basic First Aid Certification (or better) before camp employment begins.
- Completion of a child protection course (part of our staff training).
- Must have a valid driver's license and clean driving record.
- Background check required. Any candidate with a felony conviction will be disqualified.
- Tobacco, drugs, alcohol and or weapons are not permitted at El Ranchito.

Program Assistant Virtual Camp

El Ranchito
Virtual Summer Camp 2021
Austin, Texas – www.elranchito.org

Title: Program Assistant Virtual Camp
Supervisor: Nature Discovery Camp Director or Conservation Corps Director
Virtual Camp Dates: June 1 – July 9, 2021
Salary: \$14/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 possible 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 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 two program assistants support the operation of NDC and CC, including material and supplies for camp, and providing support during the daily operations of camp. Duties include, but are not limited to:

- Help with preparation of camp programs and activities.
- Take part in staff training per scheduled sessions as determined with supervisor.
- Provide administrative support and run errands for supervisor and executive director as needed.
- Fill in as counselor/crew leader if needed.
- Prepare items for campers each week
- Support camp directors in programs, projects and logistics as needed.
- Model 100% involvement with the program and commitment to creating a fun experience for campers.
- Promote conservation values with campers, Corps members and staff.
- Serve as a healthy role model for campers and Corps members.
- Cultivate effective working relationships with staff, volunteers, and camp participants.
- Contribute to the weekly camp evaluation and final evaluation after camp sessions end.
- Perform other duties as assigned to support camp operations.

Qualification Requirements

- Two years of full-time work experience or two years of college.
- Must be very well organized and flexible, and able to cheerfully shift gears as priorities change.
- Experience working with ages 9-18.
- Experience working in outdoor and organized camp settings.
- Willing to accept supervision, work independently and as part of a team.
- Willing to follow a camp dress code.
- Virtual online working with children is a plus.
- Completion of a child protection course (part of our staff training).
- Must have a valid driver's license and clean driving record.
- Background check required. Any candidate with a felony conviction will be disqualified.
- Tobacco, drugs, alcohol and or weapons are not permitted at El Ranchito or at El Ranchito Virtual Camp..