

Job Posting: **Family Liaison**

El Ranchito

Summer Camp 2021

Austin, Texas – www.elranchito.org

Title: Family Liaison
Supervisor: El Ranchito Camp Director
Hours: Year-round, approximately 5-20 hours per week, May 31st-July 9th, approximately 30-40 hours per week
Pay Rate: \$15-\$20 per hour based on experience
Classification: Part-time Employment, health benefits not provided
Closing Date: **February 25th, 2021**
To Apply:

Camp Description

El Ranchito's mission is to connect children with the natural world by providing an extraordinarily fun nature-immersion camping experience. Campers intimately experience the land, its plants 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. The camp site 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

With support and supervision from the El Ranchito Camp Director, the family liaison is responsible for guiding families through the registration process to ultimately fill all sessions of camp and other events during the year. The family liaison will help prepare campers and families leading up to camp and serve as first point of contact to families during the camp sessions. In addition, the family liaison will assist in recruiting and supporting legacy camp staff (junior counselors and counselors in training). Responsibilities include but are not limited to:

- Guide and support families through the entire registration process to get to summer camp and annual activities including Family Campouts and Fall Reconnect.
- Serve as primary contact for all camper family phone calls, emails and texts.
- Promote El Ranchito camp opportunities to returning families, partner organizations, relevant community organizations and through social media.
- Lead camp Orientation, pick-ups and drop-offs.
- Serve as a healthy role model and guide providing insight, direction, nurture and support for campers.
- Cultivate effective working relationships with and among El Ranchito staff and community partners.
- Serve on the El Ranchito Advisory Committee and other planning meetings.
- Assist with parent and camper evaluations after events.

Qualification Requirements

- Experience working with children and families in out-of-school programming
- Spanish fluency in speaking, reading and writing
- Desire to connect children and families to nature and the outdoors
- Ability to prioritize and respond to phone calls, emails, and texts from families
- Organized in tracking communications and priorities
- Willing to accept supervision, work independently and as part of a team
- Competent use of information technology
- Completion of a sexual misconduct prevention course which is provided during camp staff training
- Background check required. Any candidate with a felony conviction will be disqualified.
- No tobacco, drugs, alcohol or weapons are permitted at El Ranchito.