



EL RANCHITO AT SHIELD RANCH

Title: Program Assistant
Supervisor: Campsite Education Director
Classification: Seasonal Employment

Employment Dates:

Hire Date – May 31: Hours worked prior to camp, between 5-10 hours per month remote and scheduled planning and preparing for camp; flexible schedule.

June 1 – July 13: Residential, overnight camp at The Campsite at Shield Ranch. This position can be residential or hourly during camp sessions.

Residential Camp Dates at Shield Ranch:

Saturday, June 1 – Thursday, June 6	Staff Training
Sunday, June 9 -Friday, July 12	Camp Sessions (with designated days off)
Saturday, July 13	Staff Wrap-Up

Compensation:

Residential salary: \$4,000 from June 1 – July 13 with housing, meals and board provided.

Hourly rate: \$20 per hour with a cap of \$4,000 from June 3-July 16

Additional Compensation Opportunities

Lifeguard Certification: \$300 if serving as a certified lifeguard; \$450 for Waterfront Lifeguard certification

Early Commitment: \$150 bonus for committing to work with El Ranchito and completing paperwork by March 1st, 2024

Referral: \$100 for a referral of another staff member who completes the summer season

Description

El Ranchito’s mission is to connect children with the natural world by providing an extraordinarily fun and inspiring nature-immersion camping experience. 90% of our campers qualify for free or reduced lunch at school and may not otherwise have the opportunity to attend a residential camp. We partner with El Buen Samaritano, Dell Childrens Hospital and People’s Community Clinic, as well as other organizations, to recruit campers. Nature Discovery Camp is an overnight camp for 4th-9th graders with 24 campers per session, expanding to five sessions. Conservation Corps is an overnight camp for 10th-12th graders focusing on nature immersion, community building, leadership development, and job training, expanding to two sessions. Program activities include nature hikes, swimming, field trips, a



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service project, healthy food, and nights under a starry sky. Camp is located at the Campsite at Shield Ranch, which is on a protected 6,400-acre historic family ranch just 20 miles southwest of central Austin.

The Campsite at Shield Ranch

El Ranchito has operated for 18 years and the artfully designed and off-grid permanent camp facilities is home the El Ranchito during the summer. The Campsite is designed to stay cool during hot days and increase comfort and safety. The Campsite offers screened sleeping shelters, a screened open-air pavilion with gathering/dining space, industrial kitchen, innovative sustainable systems for showers and evaporative toilets, and a safe place during inclement weather. All solar and rainwater facilities, the Campsite models our conservation values. Our facility uses fans, shade, and breezes to stay cool. We do not have air conditioning.

Program Assistant responsibilities include:

- Lead set-up of camp supplies and preparation of materials for camp programs and activities.
- Maintain inventory of camp supplies throughout the duration of camp.
- Provide administrative and logistic support for both NDC and CC camps.
- Follow the camp schedule and support program and logistic needs.
- Prepare supplies 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 clean-up
- 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 camp equipment inventory and packing for storage at the end of camp.
- Other duties as assigned

Qualifications

- At least 21 years of age
- Experience working with youth 9-18 years old
- Experience working in a camp setting
- Experience organizing activities, basic logistical management, or event planning
- Ability to work in outdoor setting for extended periods
- Strong interpersonal skills and ability to communicate effectively with children, parents, and other staff members
- Ability to be on-site during duration of employment while session is running
- Ability to obtain First Aid and CPR certification
- Ability to pass background check