



EL RANCHITO AT SHIELD RANCH

Title: NDC Assistant Director
Supervisor: NDC Director
Classification: Seasonal Employment

Employment Dates:

March – June 1: Hours worked prior to camp, between 5-10 hours per week remote and scheduled time planning and preparing for camp; flexible schedule.

June 2– July 19: Residential, overnight camp at the Campsite at Shield Ranch. This position will require living on-site during residential camp dates.

Residential Camp Dates at Shield Ranch:

Monday, June 2 – Thursday, June 5 Saturday, June 7- Thursday, June 12	Staff Training
Sunday, June 15 -Friday, July 18	Camp Sessions (with designated days off)
Saturday, July 19	Staff Wrap-Up

Compensation:

Residential salary: \$4,750 from June 2 – July 19 with housing, meals and board provided.

Hourly rate: \$20 per hour with a cap of \$4,000 from Hire to June 1

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 completion of paperwork by March 31st, 2025

Referral: \$200 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. Ninety percent 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 Children’s Health Plan, 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. Conservation Corps is an overnight camp for 9th-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 service project, healthy food, and nights under a starry sky.



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AT SHIELD RANCH

The Campsite at Shield Ranch

Camp is located at the Campsite at Shield Ranch, on a protected 6,400-acre historic ranch just 20 miles southwest of central Austin. El Ranchito has operated for 18 years, and the artfully designed and off-grid permanent camp facilities are home to 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, an industrial kitchen, innovative sustainable systems for showers and evaporative toilets, and a safe place during inclement weather. With 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.

Assistant Director responsibilities include:

- Assist recruitment, hiring and supervision of NDC staff
- Assist recruitment and registration of NDC campers
- Manage day-to-day NDC program operation during residential camp sessions including implementation of daily schedules and coordinating with leadership and support staff
- Assist facilitating NDC staff meetings, scheduling refresh time, staff engagement and conflict resolution
- Assume leadership role when NDC Director takes refresh time daily
- Assist in developing staff training schedule and facilitate/co-facilitate staff training elements
- Lead transitions between camp sessions including pick-up, drop-off, evaluations, and family picnics
- 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
- 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 a background check and clean driving record