



**Title:** Assistant Camp Director  
**Supervisor:** Campsite Education Director  
**Classification:** Seasonal Employment

**Employment Dates:**

March- May 31: Camp Prep and Recruitment with Campsite Education Director  
June 1- July 18: Residential, overnight camp at the Campsite at Shield Ranch [Link to Camp Sessions](#)  
July 19- Aug 15: Post Camp Debrief

**Salary and Hours:**

Hourly Rate from March- May 31 and July 19- Aug 15: \$25 per hour, with expected 10 hours per week  
Residential Rate from June 1-July 18: \$7000 for Residential Camp 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, Title I schools, as well as other organizations to recruit campers. Nature Discovery Camp is an overnight camp for 4th-8th graders with 26 campers per week-long session. Conservation Corps is an overnight camp for 9th-12th graders focusing on nature immersion, community building, leadership development, and job training. Program activities include hikes, swimming, field trips, a service project, healthy food, and nights under a starry sky for 18 teens in each two-week-long session.

The Assistant Camp Director will assist the Campsite Education Director with program preparation and running the 2026 Summer Season of El Ranchito. This role provides the opportunity to have a meaningful impact on the culture and community at camp and be an influential voice in program development. The ideal candidate has a background in camp leadership and a strong understanding of camp operations, safety, and community building.

**Pre-Camp Prep: February- May**

Program Planning: Assist with planning summer programming for Nature Discovery Camp and Conservation Corps following El Ranchito curriculum; Schedule and coordinate with outside presenters

Staff Hiring: Assist with recruitment of 20 seasonal staff including screening resumes and participating in interviews.

Staff Communication: Assist with engagement and communications with seasonal staff

Staff Training: Assist with planning seasonal staff training for new and returning staff

Camper Recruitment and Outreach: assisting Registration Coordinator with communication to current and prospective camper families; participate in El Ranchito recruitment events including but not limited to, 2 Spring Break Families Days and Outdoor Families at El Buen Samaritano; outreach to community partners with flyers and tabling opportunities

Inventory: Assisting with camp inventory to ensure programmatic needs are met

Other Duties as assigned

**In Camp Residence: June- July**



**Operations:** Work with Campsite Education Director to oversee day-to-day operations and activities at camp; Liaise with Outside Presenters to support their visit and meet programmatic needs

**Staff Management:** Co-lead seasonal staff training; Collaborate with Campsite Education Director to support ongoing management and support of camp leadership and camp staff throughout the summer; Float between the two camps in a supervisory role as needed, with Nature Discovery Camp Director and Conservation Corps Director reporting to this position as needed.

**Camper Management:** Proactively identify and respond to camper needs and assist with needs identified by Seasonal Staff. Support development of camp culture of belonging through respect, empathy and feedback to help create an environment of physical, emotional, and mental safety.

**Family Communication:** Provide quality and responsive communication to camper families during the camp season, as needed; be a role model to staff during camper pick-up and drop off to ensure camper families feel supported during the transition to and from camp.

Other Duties as assigned

### **Post Camp- July- August**

**Debrief:** Participate in post camp debrief sessions to review and highlight the 2026 camp season.

### **Qualifications**

At least 25 years of age

Bachelor's degree or higher preferred

Minimum of 2 years of leadership in a residential camp setting

Experience working with youth 9-17 in a camp setting

Experience leading a team of 15-20 people

Ability to work some weekend days during Camp Prep Season-(March 15, 21, April 25)

Ability to work and live in outdoor setting for extended periods

Conservation knowledge and/or experience preferred

Experience developing and leading youth program activities

Strong interpersonal skills and ability to communicate effectively with people of all ages from diverse backgrounds

Spanish bilingual preferred

Texas driver's license and ability to operate a 15-passenger van

Ability to pass a background check

Ability to obtain or hold current First Aid and CPR certification