



## EL RANCHITO AT SHIELD RANCH

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

### Employment Dates:

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

June 1– July 18: 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 1 – Thursday, June 4	Staff Training
Saturday, June 6- Thursday, June 11	
Sunday, June 14– Friday, June 19	NDC Session 1 and CC Session I
Sunday, June 21 – Thursday, June 26	NDC Session 2 and CC Session I
Friday, June 26	Mid-Camp Clean up
Saturday, June 27 – Saturday, July 4	Staff off
Sunday, July 5- Friday July 10	NDC Session 3 and CC Session 2
Sunday, July 12 – Thursday, July 17	NDC Session 4 and CC Session 2
Friday, July 17- Saturday, July 18	Staff Wrap-Up

### Compensation:

**Residential salary:** \$4,000 from June 1– July 18 with housing, meals and board provided.

**Hourly rate:** \$20 per hour for time working outside of June 1- July 18

### Additional Compensation Opportunities

**Early Commitment:** \$150 bonus for committing to work with El Ranchito and completion of paperwork by March 31, 2026

**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



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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-8th graders with 26 campers per 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 nature hikes, swimming, field trips, a service project, healthy food, and nights under a starry sky.

### **The Campsite at Shield Ranch**

Camp is located at the Campsite at Shield Ranch, on a protected 6,600-acre wildland just 20 miles southwest of central Austin. El Ranchito has operated since 2007, 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.

### **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.)
- Contribute to the weekly camp evaluation and final evaluation after camp sessions end.
- Contribute to daily photography of both NDC and CC.
- Maintain daily photo upload and sorting.
- Assist Campsite Education Director with social media photo selection.
- 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
- Valid Driver's License and able to pass driver's record check
- 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 the duration of employment while session is running
- Ability to obtain First Aid and CPR certification
- Ability to pass background check