



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Ranch Camp Instructor
REPORTS TO: Wrangler
SUPERVISES: None

SPECIFIC DUTIES

- Implements the daily morning Ranch Camp program with the Ranch Campers at the Ranch Camp site (HBO).
- Works with the Ranch Camp Counselor to schedule Cabin Group time and activities in the barn, if appropriate.
- Serves as the point person for organizing Ranch Camp trips to the Double JJ Ranch and the Horse Farm.
 - Works with the Program Manager on pre-trip logistics and preparation as needed.
 - Works with the Program Manager and Wrangler to assign a Senior Barn Staff member to each trip.
 - Verifies that the trip itinerary is accurate and that emergency and check-in procedures are in place.
 - Checks out vehicle keys and cash (if appropriate) from the Operations Manager.
 - Sees that the trip gets off on time, and serves as the point person for problems during the trip.
 - Turns in keys to the Operations Manager and checks in the vehicle with the Property Manager.
 - Returns leftover cash and receipts (if appropriate) to the Operations Manager.

ADDITIONAL DUTIES AS A SENIOR BARN STAFF MEMBER

- Assists with the horse test for the campers on the first day of camp.
- Assists with the afternoon trail rides.
- Assists with the horseback overnights.
- Assists with the feeding, watering and medical care of horses.
- Assists with the cleaning of stalls and horse barns.
- Assists with trail upgrade and repair.
- Ensures all equipment and tack is in good repair; reports any maintenance needs to the Wrangler.
- Reports any maintenance needs to the Property Manager.
- Promotes the riding program enthusiastically to other staff and campers.

ADDITIONAL DUTIES

- Maintains the cleanliness of the living space to which he or she is assigned.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Aids in the development and education of LITs and CITs
- Shares responsibility of staffing layovers with other staff members.
- Maintains positive relationships with campers, parents and other staff.
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

QUALIFICATIONS

- Age 20 or older
- Certified in CPR and First Aid
- CHA certification (Level 3 Western, or higher) required
- Leadership ability and teamwork oriented
- Possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals