



Program Specialist Job Description

Title: Program Specialist
Reports to: Assistant Camp Director, Programming
Status: Summer 2017, Seasonal

The Program Specialist will further the mission of Roundup River Ranch by ensuring all activities, including all-camp programs, are in line with our philosophy of intentional programming at all times; to support the program leaders and greater camp team in achieving our mission.

Job Responsibilities- General

- Ensure all camp programs support the mission, vision and values of Roundup River Ranch
- Act in a professional manner as a role model for campers, volunteers and staff
- Attend and participate in all trainings, meetings, and planning sessions
- Be actively involved in decision making processes that are the responsibility of the support team
- Integrate and support all volunteers and special guests at camp and provide them with training as needed, in coordination with the Volunteer Team
- Nurture a culture of safety amongst all staff and ensure camp property is respected
- Be fully aware of all safety and emergency procedures, and executing procedures when required including ensuring campers are aware of and understand the safety rules at activities, and around camp
- Maintain camper and colleague confidentiality at all times, and respect the confidentiality of support team discussions/responsibilities
- Lead and participate in camp set up and shut down for each session and the camp season
- Abide by and comply with all policies and procedures as listed in the staff contract, manual and in staff orientation

Job Responsibilities- Specific

- Ensure all camp activities, including all-weather programs, are in line with the Roundup River Ranch philosophy of intentional programming and are adaptable, inclusive, and medically safe for all campers (ages 7-17)
- Ensure that all activity areas and programs are physically and emotionally safe environments for campers at all times, and are kept clean and tidy at all times, including prior to volunteer arrival
- Act as a resource for program leaders by providing motivation, encouragement and ideas
- Provide support and coaching for the program leaders through weekly, individual check-ins, regular feedback and an end of summer evaluation in conjunction with the Assistant Camp Director, Programming
- Work with the Assistant Camp Director, Programming to ensure adequate training for all program leaders, program volunteers, and all other staff relating to activity responsibilities and leadership
- Act as a lead Bus Chaperone throughout the summer to support the safety and organization of camper transportation to and from Denver; act in other leadership roles as directed by Support Team
- Distribute and maintain all program resource binders, and ensure all program paperwork is completed professionally and on time (i.e. program plans, inventories, program evaluations, etc.)
- Coordinate program support needs, such as water delivery, snack delivery, program supply needs, and special program plans; assist Cabin Life Specialist with lost and found and other all-camp support needs
- Be familiar with all information available on each group of campers including the medical and behavior alert lists, program adaptation needs, and any other information provided by the Support Team
- Provide assistance with behavior support to staff, and directly with campers as needed
- Other duties as assigned

Qualifications

- Passion for the Roundup River Ranch mission
- Age 21 years old, or older
- Must be available May 6th - August 15th, 2017
- Previous experience working with children and/or special needs populations
- Proven experience in facilitating activities with youth
- Strong collaboration and team building skills
- Well-developed communication skills
- Previous residential camp experience strongly preferred
- Previous peer leadership experience strongly preferred
- Preference will be given to candidates with recognized qualifications in programs offered at Roundup River Ranch, including experience with challenge course, horseback riding, boating, fishing, archery, drama, music, art, nature, and/or discovery programs.

Special Conditions

This is a residential position. Accommodation will be provided for the duration of the contract and meals will be provided while camp is in session.

Essential Functions

Roundup River Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to maintain constant supervision of campers for the duration of the season given one hour off per day and twenty-four hours off per week of work, granted during the breaks between sessions. Such supervision requires the ability to observe what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby by not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

Applications

Applicants are asked to complete an online application. The application may be accessed through our website at www.RoundupRiverRanch.org.