



Job Title: Program and Barns Instructor

Pioneer Lodge

Sundre

(2 – 4 month position)

Note: This position has the opportunity to become a 4 month position running from June to October.

Purpose: To provide high quality programming and support for rental groups and summer camps. In the context of the Barns component, to enable a strong, safe, and successful riding program that inspires all participants to know and love Jesus through riding & horses. To care for horses, tack, and facilities in a way that demonstrates stewardship.

Overview: The Program Instructor will work with a team of program instructors and rotate through various program, maintenance, administrative, and cabin leading (summer only) responsibilities. Depending on interests and strengths of each program instructor, they may focus on a certain area of responsibility.

Reports to: Team Leader, Lodge Herds Manager, Lodge Summer Director, and Lodge Site Manager

Responsibilities:

Program Duties:

- Assist in program implementation and evaluation:
 - Learn each area of program in order to lead safely in that area
 - Excel in an area of focus and develop your skill and creativity in leading that area
 - Take initiative in the learning process, ask questions, and understand own limits
 - Be on time and ready for the beginning of each activity block, group activity, staff activity or staff meeting
- Assist in the care and maintenance of program materials, equipment and supplies:
 - Ensure that equipment is in good working order in each area you lead
 - Repair or report any equipment that is damaged or needing replacement
 - Ensure that all equipment is returned to its storage space and secure
 - Ensure that keys are returned to their storage place
 - Learn to repair program equipment as needed

Cabin Leading/Group Leader (Summer Only) Duties:

- Providing care and supervision for child ages 5-12 for the duration of a camp session when staffing needs require

Maintenance Duties:

- Assist the Site Manager with basic site maintenance and seasonal projects:
 - Routine housekeeping of buildings and group use areas
 - Routine landscaping
 - Season Specific Projects (example: lawn mowing, clearing deadfall, etc.)

Pioneer Camp Alberta – Pioneer Lodge
Box 660, Sundre, AB, T0M 1X0
P: (403)638-2660 / F: (403)638-4041

lodgeinfo@pioneer camps.ab.ca / www.pioneer camps.ab.ca

Program and Barns Instructor Job Description, Pioneer Lodge, 4- 6 month position 2020



Administrative Duties:

- Assist the Office Registrar with basic administrative tasks:
 - Assist in the registration and sign in/sign out process during summer camps
 - Assist in basic office tasks (data entry, answering phone calls, etc.)
 - Assist in the running of the Tuck Shop (example: restocking candy bags)

Barns Duties:

- **Equipment & Facilities:**
 - Keep the barn and arena area clean and organized
 - Keep all tack clean and organized
 - Assist Riding Manager in care for facilities and other equipment
- **Horses:**
 - Assist in care of horses as directed
 - Be aware of and record concerns around each horse so that you can ensure safety, and assess where they should be put in the riding program – report problems to Herds Manager
 - Assist in dealing with problem horses – make recommendations regarding safe usage
 - Ensure horses are where they need to be on a day to day basis – Assist in transportation of horses as necessary
- **Riding Program:**
 - Demonstrate leadership reflective of Godliness and Pioneer values
 - Enable trail ride safety & efficiency by ensuring horses are bridled and in arenas, barn welcome and rules are clearly communicated, demonstrations are well done, and all trail rides get safely out of the barn and back into the stalls
 - Assist in the Education and training of staff around Horse care and riding and teaching skills to ensure safe and quality programming at the barns
 - Ensure that barn policies and procedures are followed and implemented
 - Demonstrate, teach, lead and train horsemanship skills that meet goals and care for horses well
 - Be available as a resource person to camp directors, upon discretion of supervisor
 - Be an Out-trip resource on summer out-trips
 - Be a learner – seek expert help in areas of horsemanship and leadership

General Duties (related to being part of the Spring/Summer/Fall Program Teams):

- Clean up what you use: kitchen, dish-room, laundry, common areas, and personal living space
- Ask Supervisor or Team Leader about having visitors
- Attend team prayer times and Bible studies
- Return tools or equipment you use to the place you got it
- Ensure any equipment you use in personal time is ready for use during next scheduled activity
- Be prepared and on time for duties, group activities and meetings

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- To be an active participant in leadership and skill development opportunities
- Be willing and able to step in serving at meal times and doing dishes on a rotational basis throughout the season
- Be willing and able to participate in various areas of camp site/facility area clean-up as assigned/needed on a rotational basis
- Be willing to participate in Staff Work Days in various areas as scheduled throughout the season
- Be willing and able to lead evening program and campfires throughout the season
- Assist with the leadership and care of volunteer cabin leaders and summer camp campers
- Be willing and able to step in as a cabin leader throughout the summer

Requirements:

- Personal relationship with Jesus Christ and desire to grow as a follower
- Teachable, helpful, friendly, hard-working, maintain a positive attitude, reliable, flexible, and a team player
- Minimum High School Diploma
- Police clearance via Police Reference Check
- Signed Statement of Faith Agreement & Code of Conduct Policy

Job Specific Qualifications:

- Must be a minimum of 18 years of age
- Standard First Aid and CPR
- Other relevant certifications (CUI, WFA, NLS, OCC, etc.) an asset

Length of Position: June 26 – August 30, 2020 OR June 26 – October 31, 2020

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