



**Job Title: Lodge Summer Riding Director**  
**Pioneer Lodge**  
**Sundre**  
**(2 month position)**

**Purpose:** Assist in the oversight and planning of Pioneer Lodge Summer Camp Riding Program: curriculum, implementation, and training.

**Overview:** The Summer Riding Director will work with a team of volunteer Summer Camp Directors, barns instructors and summer volunteers to implement various barns program and responsibilities. The Summer Riding Director will work alongside the Lodge Summer Camp Director and Volunteer Camp Directors to ensure that the vision and mission of each camp session is carried out at the barns. In partnership with the Herds Manager, the Summer Riding Director will train barns staff, instruct riding program, and encourage and mentor the barns instructing team.

**Reports to:** PCA Summer Director

**Essential Job Responsibilities:**

**Summer Preparation Duties:**

- Assist in the creation of policies and resources for volunteer wranglers
- Assist in the streamlining process of orientation
- Create guiding documents specific to the needs of each type of camp session (Day Camp, Discovery, Horsemanship, Jr. Camps)

**Active Riding Director Duties:**

- Developing lesson materials and organizing schedules and events
- Implement Pioneer Camp Alberta's equestrian policies and procedures and upholding standards of safety and professionalism for staff and camp participants
- Act as the primary manager, supervisor and trainer of wranglers, barn volunteers and participants in activities hosted at the barns and of equestrian activities held at camp
- The Riding Director does not manage the Herds Manager or Horse Care Assistant, but can expect extensive cooperation from both individuals when they assist with programming

**Note:** *It is not the Riding Director's responsibility to resolve issues surrounding equine behavior, tack repair or other responsibilities of the Herds Manager or Summer Horse Care Assistant, however, it is expected that the Riding Director will promptly notify either of the aforementioned people of any issues affecting horses, equipment and land maintenance.*

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

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- Actively partake in the development and forward movement of the spiritual atmosphere at Pioneer Camp Alberta. *Example of activities that the Riding Director may be asked to partake in include: Leading and participating in bible studies, leading morning devotionals, praying with, or on behalf of individuals who request it and open participation in conversations around spiritual beliefs and ideology with individuals seeking to know more about Christianity.*

**Primary Duties:** The development and managing of all equestrian run activities at Pioneer Camp Alberta including evaluation and supervision of program learning materials, training and managing of staff, participation in equestrian activities, ensuring that all safety standards and procedures are upheld by equine- involved staff at Pioneer Camp Alberta.

**Secondary Duties:** Assisting in spiritual development in interested wranglers and participants, working with the Herds Manager and Summer Horse Care Assistant to ensure that standards of equine care and welfare are upheld.

**General Duties (related to being part of the Summer Program Team):**

- 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
- 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 throughout the season
- Be willing to participate in Staff Work Days in various areas as scheduled throughout the season

**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

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**Job Specific Qualifications:**

- Previous camp experience
- Understanding of what it means to serve in a camp context
- Excellent interpersonal skills, organizational skills, time management skills and have a good understanding of equine behavior, camp culture and equestrian activities.
- Enjoy working with people of all ages, teaching people about Christianity and Horses
- Physical fitness required for lifting up to 50 pound saddles onto a horse's back and riding outside up to eight hours a day.

**Length of Position:** June 26-August 30, 2020

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