



Job Title: Head Program Instructor (Team Leader)
Pioneer Ranch
Rocky Mountain House
(4-Month Position)

Purpose: To develop leadership and the Christian faith in Seasonal Spring/Summer Staff, while providing high quality programming for guest groups and summer camp sessions. They will be expected to be involved in other programming areas to help ensure all facets of camp are functioning well. Collaboration and teamwork are keys to the success of the program positions.

Overview: The Head Program Instructor will work with a team of program instructors and rotate through various program, maintenance, administrative, and leadership responsibilities. They will help to facilitate team schedules and events when not leading activities and will be expected to closely communicate with the Ranch Program and Summer Directors

Reports to: Supervised by Ranch Summer Director

Responsibilities:

Program Duties:

- Assist in program implementation and evaluation:
 - Learn each area of program (archery, climbing, orienteering, outdoor camping skills, team building, barns, waterfront, and hiking) in order to instruct 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
 - Complete pre and post activity inspections and record inspections on paper with date and signature
 - Be on time and ready for the beginning of each activity block, group activity, staff activity or staff meeting
- Host guest groups on site
 - Welcome guest contacts and communicate site guidelines and emergency procedures,
 - Be available to help coordinate between guests and Pioneer team.
 - Make announcements at mealtimes
 - Lead debriefs for guest groups with the seasonal team to help Pioneer improve their hospitality and service.
- Assist in the care and maintenance of program materials, equipment, and supplies:
 - Ensure that equipment is in good working order in each area you instruct in
 - 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
- Administrative and Leadership tasks
 - Manage Program Team's weekly schedule and assign program staff to specific duties such as activity leading, clean-up or off time
 - Plan and implement seasonal team bonding events throughout the summer, using funds budgeted by the Lodge Summer Director
 - Assist in the registration and sign in/sign out process during summer camps as assigned
 - Assist in the running of the Tuck Shop (example: restocking candy bags)
 - Report all incidents and accidents using the proper reporting procedures to supervisors; may include, written reports, in person meetings, note taking and phone calls.
 - Be aware of team dynamics and work to facilitate conflict and healthy boundaries among the seasonal program team with the help of the Ranch Summer Director and Program Director
 - Meet regularly with the Ranch Summer Director and Program Director for mentorship and discipleship
- Cabin Leading/Group Leader (Summer Only) Duties
 - May be asked to provide care and supervision for child ages 5-12 for the duration of a camp session when staffing needs require

General Duties (related to being part of the Spring and Summer 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 that equipment is in good working order in each area you lead
- Ensure any equipment you use in personal time is ready for use during next scheduled activity
- Ensure that keys are returned to their storage place
- Learn to repair various program equipment as needed and report missing/damaged equipment to supervisor
- Be on time and ready for the beginning of each activity block, group activity, staff activity or staff meeting
- Be an active participant in leadership and skill development opportunities including learning to lead in other program areas



- Take initiative in the learning process, ask questions, and understand own limits
- Be willing and able to step in serving at mealtimes 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; may include landscaping, facility cleaning and housekeeping, lawn mowing, clearing deadfall and chopping/stocking firewood.
- Be willing and able to lead evening program and campfires throughout the season as assigned
- Will be required to assist as directed with cleaning and sanitization procedures as directed by leading health authorities

Requirements:

- Camp Experience (experience at Pioneer an asset)
- Personal relationship with Jesus Christ and desire to grow as a follower
- Minimum High School Diploma
- Standard First Aid & CPR Training
- Police clearance via Police Reference Check
- Signed Statement of Faith Agreement & Code of Conduct Policy
- Other relevant certifications (CHA, NLS, WFA, OCC, etc.) an asset

Length of Position: *4 months: May 1 - August 31, 2023*