



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

**Purpose:** To provide high quality programming and support for rental groups and summer camps.

**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 the interests and strengths of each program instructor, they may focus on a certain area of responsibility.

**Reports to:** Head Program Instructor, Ranch Summer Director, and Ranch Site Manager

**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 meal times
  - Lead pre and 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 tasks
  - 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.
  
- Cabin Leading/Group Leader (Summer Only) Duties
  - Providing care and supervision for child ages 5-18 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:**

- 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:** *4 month* – May 1– August 31, 2023