



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

**Purpose:** To train and develop leadership and the Christian faith in 2 and 4-month Summer Staff, while providing high quality programming summer camps. He/she will be expected to be involved in other programming areas to help ensure all facets of camp are functioning well. Collaboration and teamwork are key to the success of the program positions.

**Reports to:** Supervised by Ranch Summer Director and Year-Round Ministry Coordinator

**Responsibilities:**

**Program Duties:**

- Assist in program implementation and evaluation.
  - Learn each area of program well in order to lead safely in that area.
  - Excel in your area of focus and develop your skill and creativity in leading that area.
  - Create (or adapt existing) lesson plans for your assigned program block that are engaging, seek excellence and further the gospel. Encourage seasonal staff to do the same.
  - Take initiative in the learning process, ask questions, and understand own limits
  - Meet with the Ranch Summer Director and Summer Camp Directors Regularly to ensure that programming needs are met each day/week/camp.
  - Meet with summer staff team each day to check in, pray and address concerns.
  - Ensure safety rules and guidelines are communicated and enforced at each activity block
  - Learn and Practice Emergency Procedures and practice good risk management
  - Individual and Team Mentorship of Summer staff in collaboration with the Ranch Summer Director and other Camp Leaders.
- Maintain program equipment and areas (this includes but is not limited to: program equipment inspections, upkeep of first aid kits, maintenance and incident reporting)



### **General Duties:**

- Clean up what you use: kitchen, dish room, laundry, common area, etc.
- As part of the team you will be expected to keep your accommodation clean
- Lead daily devotional/meeting time in collaboration with the Ranch Summer Director. (Heb. 10: 24-25)
- Return tools or equipment you use to its proper storage place
- Assist in the summer camp out trip preparation (may include equipment repair, inventory and/or baking)
- Ensure any equipment you use in personal time is ready for use during next scheduled activity
- Strive to be a "team player" recognizing that it takes many people working together in humility to accomplish a goal (1 Cor. 12:12-27)
- Communicate with your supervisor regarding personal and professional needs and limits (time-off, concerns, illness etc.)

**NOTE:** You are expected to be involved in programming needs throughout May-August, however, due to the nature of camp, you may be asked to participate in other areas of camp such as out-trip packing, maintenance, kitchen duties, etc. as needs arise. It is expected that you will gracefully fill the position asked of you to the best of your ability (Col. 3:23).

### **Requirements:**

- 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:** May 6 - August 26, 2020