



Job Title: Pony Club Coordinator

Location: Pioneer Lodge, Sundre or Pioneer Ranch, Rocky Mountain House

Reports to: Camp Director, Pioneer Camp Summer Director

Supervises: Pony Club Crew

Purpose: Oversight of the Pony Club Babysitters, program delivery and the well-being of Staff Children who are younger than camper age.

Essential Job Responsibilities:

- Ensure the well-being of staff children
- Ensure the cleanliness of areas used
- Develop morning program (activities, Bible Study, group games) for the Pony Club Crew and children
- Set up the supplies needed for morning activities
- Develop and deliver Pony Club Crew devotionals and Children's Bible Study
- Oversee the child minders, making sure the care delivered is nothing short of excellent
- Guide the child-minders with advice and problem-solving techniques
- Ensure the parent's desired schedules for the children are being followed (naps, snacks, etc.)
- Oversight of program during the afternoon and evening
- Be available to child-minders at all times from morning meeting, until children are in bed
- Sit with Pony Club Crew and children during meals
- Act as a liaison between child-minders and parents when needed
- Report any incidents as outlined in the Pioneer Camp orientation
- Will be required to assist as directed with cleaning and sanitization procedures as directed by leading health authorities

Qualifications:

- Must be a minimum of 18 years of age.

***Please note:** Pony Club Crew = child minders of young staff children