



**Job Title: Program Specialist – Pioneer Ranch, Rocky Mountain House
(4 Month Position)**

Purpose: to train and develop leadership and the Christian faith, while providing high quality programming for rental groups and summer camps. The Program Specialist works closely with 1-4 other people specializing in program areas in order to ensure all program areas are covered and operating well. 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 in Collaboration by Team Leader and Ranch Summer Director

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.
 - Take initiative in the learning process, ask questions, and understand own limits
 - Be on time and ready for the beginning of an activity block, group activity, staff activity or staff meeting.
 - Ensure safety rules and guidelines are communicated and enforced at each activity block
 - Learn and Practice Emergency Procedures and practice good risk management
- Maintain program equipment and areas
 - Ensure all equipment is inspected before use (record inspections as necessary)
 - Ensure program equipment and areas are clean and tidy
 - Ensure all resources used are put away in their proper storage locations and depleted resources are reported to the program director/team leader so that more can be purchased if necessary
 - Repair or report any equipment that is damaged or needing replacement.
 - Assist in repair of equipment as required
 - Ensure a first aid kit is available during each program block and is replenished when used
 - Record and Report all incidents

Barns Duties

- Learn the skills necessary to safely lead or tail a ride
- Learn the skills and be prepared to participate in daily horse care in preparation for barns activities (catch and saddle)



- Assist in barn care and equipment care as requested by the Head Wrangler
- Ensure that the stalls and the Area surrounding the Barns (including the areas used) are clean and free from obstructions

Maintenance Duties For

Assisting in the operation of the site as regards regular site maintenance.

- While on maintenance duty, complete the chore list assigned by the Site Manager in a safe and timely manner
- Keep work areas clean and organized
- Report any broken or failing equipment to the Operations Director
- Return all equipment used to its proper storage location

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.
- Attend daily devotional/meeting time. (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
- Be willing to help in all program areas.
- 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 need 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

- Current full-time student and returning (if receiving Canada job grants)
- 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: April 28 - August 30, 2018