

Horse Camp Staff

Start Date: June 3, 2018

End Date: August 11, 2018

POSITION SUMMARY

Wrangler/Counselors must demonstrate a growing relationship with Jesus Christ and have a passion for showing His love to those who surround them. Wrangler/Counselors will assist the Horsemanship Director with teaching classes in the arena and in the barn. Wrangler/Counselors will be responsible for feeding horses, herd health, and barn and pasture maintenance. They will assist the Head Counselor in running activities, working with the campers, and helping with meal times.

The **Head Counselor** will work directly with the Horsemanship Director to plan and implement camp activities and programs. She will have a strong growing relationship with Jesus Christ and be a spiritual support for the counselors and campers. The Head Counselor will be a support system for the counselors during the week, will cover for the counselors if they need time off, and will be there to encourage the counselors. The Head Counselor will make sure that the counselors have all the tools they need to have a successful week of camp.

The **Head Wrangler** will be responsible to implement management of the herd, including maintenance of its health and safety; training; riding program; barn, pasture & equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Teaches at assigned campfires
- Assist campers with their personal devotionals and materials
- Assist campers in daily activities as needed
- Responsible for camper supervision 24 hours a day while on duty
- Keep campers on schedule and arriving on time to all activities
- Assists in the mentoring of the wranglers in training
- Responsible for guests' care, safety, and wellbeing
- Ensure that the guest needs are met at all times
- Look for and make use of teachable moments
- Pray for the staff, campers, and churches
- Participate in staff Bible studies
- Assist with wild land fire emergencies
- Keep regular, timely attendance while maintaining a clean, safe and unobstructed workplace
- Regularly required to stand, sit, walk, use hands to handle or grasp, reach with hands and arms, talk. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl. May be required to lift a minimum of 25 pounds.
- Overlap into other areas of camp may occur as directed by supervisor.

Wrangler/Counselor:

- Participate in all aspects of Ranch Maintenance; Feeding, Safety of both horses and campers, and lessons as well as Program; participating in all Bible studies, Devotionals, Campfire, games, skits and anything else as directed by the Head Wrangler and Horse Camp Coordinator
- Prepares and teaches her own lessons and notifies Head Wrangler of any needs
- Assists with all camp activities including crafts

Head Counselor:

- Responsible for the set-up and tear down of evening activities
- Plans, coordinates, and directs evening activities

Head Wrangler:

- Stable Maintenance
 - Cleaning Barn including stalls and surrounding area. Communicates facility needs to immediate supervisor.
 - Manure management
 - Developing and maintaining trails
 - Maintaining corrals, pens, arenas, and pastures
 - Equipment care i.e. clean, oil, repair, and replace tack as needed
- Maintenance and health of the herd
 - Basic veterinary knowledge
 - Feeds and understands nutritional needs of herd and senior animals.
 - Fly management.
 - Worming and vaccinations
 - Keeps accurate health records and submits them to Horsemanship Director
- Safety
 - Notice and correct safety hazards to all campers, staff, and horses. Can identify when a horse is unsafe.

- Training of the horses
 - Tuning up horses. Maintaining vaulting horses.
- Trail rides
 - Assist Horsemanship Director in trail ride preparation. Lead trail rides when directed.
 - Assist guests for trail ride
 - Assist in evaluating riding skills of guests and safely matching a suitable horse with rider's ability and mental state when requested
 - Conduct a safe, enjoyable, and successful ride.
- Participate in PCCC Program Camps as directed

JOB SKILLS AND QUALIFICATIONS

- Demonstrates a personal relationship with God through Jesus Christ, exercising personal faith through consistent daily living in accordance to God's Word.
- Understands the mission of Palomar Christian Conference Center and is in agreement with its Statement of Faith, and submits all other goals and desires to that main goal.
- Excellent verbal and written communication skills.
- Interpersonal skills such as are required to maintain positive relations with both staff and guests.
- Good customer service skills, presenting a professional appearance and demeanor.
- Strong attention to detail and organization while managing multiple priorities.
- First Aid and CPR certified (will train).
- Ensures that she could lead or introduce campers to Jesus Christ as Savior.
- Athletic lifestyle
- Enjoys and relates well with others, exhibiting patience and a strong Christian witness.
- Able to work in a fast-paced environment.
- Must be able to lift a minimum of 50 lbs.

Wrangler/Counselor:

- Is proficient in basic Microsoft applications (Windows, Office, etc.)
- Experience and enjoys working with girls. Able to lead and direct youth.
- Experience with teaching youth/beginners the basic controls and techniques of introductory horseback riding
- Can keep a clear head and knows how to help riders in case of an emergency
- Has experience leading trail rides with beginners

Head Counselor:

- Experience and enjoys working with girls
- Able to lead and direct youth

Head Wrangler:

- Proficient in Microsoft Word and Excel and file management
- Must have at least (2) two years' prior work experience in comparable field
- Is certified or equivalent to a CHA level 2
- CCAC certified (will train)
- Must have extensive horse experience and understand horses
- Possesses strong basic equestrian knowledge and experience.
- Able to handle difficult horses
- Must be able to move a minimum of 100 lbs.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required by their immediate supervisor to perform duties outside of their normal responsibilities. The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.