

## DUBOIS CENTER

Illinois South Conference United Church of Christ

### Position Description – Summer Camp



**TITLE:** Summer Barn Coordinator

**REPORTS TO:** Director of Outdoor Ministries

**SALARY:** Entry Level Salary is \$300 - \$320 per week, plus meals and lodging during camp sessions

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### **Growing Together... In Faith, in Respect for Ourselves and Others, and in our Care for Creation**

**GENERAL INFORMATION:** DuBois Center is the camp and retreat center of the Illinois South Conference of the United Church of Christ. Membership in a UCC church is not a requirement for employment – just a sincere desire to share God’s love and serve others. Summer staff, supervisors, chaplains, site and health care staff work as a team to plan and implement the camp program and ensure the health and safety of each person involved. *The primary focus of this position is providing unselfish service to others.*

**POSITION OVERVIEW:** Supervise summer horse program including program planning and leadership, caring for our herd of 20 horses, daily maintenance of all related areas and equipment, and the training and supervision of paid and volunteer staff engaged in horse-related activities. Assist with overall staff training, and participate in general camp activities as time allows. Serve as a collaborative member of the summer leadership team, which may include serving in another capacity for a week or two.

#### **GENERAL QUALIFICATIONS for All Positions:**

- Enjoys working with people of all ages and possesses a sincere desire to serve others
- Is willing to share their faith with others
- Is able to accept and provide supervision and constructive coaching
- Is flexible and open to growth
- Is physically active, in good health and emotionally stable
- Is willing and able to work in a non-smoking, drug and alcohol-free environment
- Consistently demonstrates a high level of ethics and Christian values

#### **SKILLS & CERTIFICATIONS:**

##### **Required**

- minimum age: 20 with emotional maturity, 21 or older preferred
- successful experience in camp and/or recreation leadership and proven ability to inspire and lead individuals & groups (small & large) of children and youth
- current certification in First Aid and Child-Adult CPR/AED
- successful experience in horse and barn management
- demonstrated knowledge of Western riding
- six weeks of full-time leadership/teaching experience in a riding program (or the equivalent)
- successful completion of up to 8 hours of designated online pre-camp training

##### **Recommended**

- skills and successful experience in training and supervising paid and/or volunteer staff, and organizing and coordinating tasks and schedules
- current CHA certification and/or formal training in horseback riding and instruction
- six weeks of full-time supervisory experience in a riding program (or the equivalent)
- valid driver’s license
- current Lifeguard certification
- guitar playing & song leading ability (seeking 3 or more staff with this skill)

#### **JOB SEGMENTS:**

- Provide for the health and safety of all campers and staff at all times.
- Provide for the health and safety of the horses.
- Treat all people with dignity and respect, and be a positive role model in all aspects of camp life.
- Work to build a supportive, inclusive and effective Christian community among the paid and volunteer staff members and the campers.

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## **SUMMER BARN COORDINATOR - JOB SEGMENTS (continued):**

- ❑ Participate in and assist with the leadership of overall staff meetings and training sessions.
- ❑ Train leaders in their specific duties related to the horse program and emergency procedures.
- ❑ Provide leadership, supervision and activity instruction for campers and leaders in riding program areas, including arena lessons and trail rides. While doing so, provide support and coaching for less experienced leaders and model energized and dynamic leadership.
- ❑ Schedule, supervise, coach and evaluate Barn Assistant and others assigned to the barn.
- ❑ Conduct regular barn-related emergency drills, and assist with other camp emergency drills.
- ❑ Ensure riding facilities and equipment are safe and in good repair.
- ❑ In consultation with Caretaker & Equestrian Director, care for the barn, riding facilities, horses and tack.
- ❑ Ensure there is an adequate supply of supplies and equipment on hand for the horse program.
- ❑ Work with Summer Leadership Team on weekly planning and the scheduling of program activities.
- ❑ Working in collaboration with other coordinators, plan special events utilizing the horses and riding areas, and design programs for horse-related specialty camps.
- ❑ Assist with general program activities and support tasks as time allows, and other duties as assigned.
- ❑ Assist with camper and parent arrival and departure procedures, being a welcoming presence.
- ❑ Complete end-of-week and end-of-summer closing procedures including evaluations and clean-up.
- ❑ Nurture the faith development of campers and staff.
- ❑ Work collaboratively with the year-round staff, other Coordinators and summer staff to achieve camp goals, maintain health and safety standards, and develop and nurture the staff team.
- ❑ Create and maintain a positive image at all points of contact with the public.
- ❑ Abide by Illinois South Conference and DuBois Center procedures and policies.

## **ESSENTIAL FUNCTIONS:**

1. Abilities to communicate and work with individuals and groups of varied ages, backgrounds and skill levels, plan and lead appropriate activities and provide necessary instruction, coaching and support.
2. Cognitive and communication abilities to plan and facilitate activities to achieve objectives for camper and staff development.
3. Abilities to communicate and train staff and campers in safety regulations and emergency procedures.
4. Abilities to observe camper, staff and horse behavior, assess its appropriateness, enforce safety regulations, follow emergency procedures, and apply appropriate supervisory, behavior management and intervention techniques.
5. Visual and auditory abilities to identify and respond to environmental and other hazards related to the camp setting.
6. Physical and cognitive abilities to respond appropriately to situations requiring first aid or other emergency procedures.

**DAYS OFF:** Coordinators have a minimum of two days (48 hours) off every two weeks or one day (24 hours) off every week, as scheduled by the Director of Outdoor Ministries. You may request specific days off, but requests are not guaranteed.

## **SUMMER PROGRAM STAFF RECEIVE:**

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|-------------------------------------|---|
| + meals and lodging while in camp   | + a salary or stipend, paid twice a month |
| + accident insurance, while on duty | + 7-9 days of intensive training          |

**SEASON:** The season for Coordinators runs from May 25 through early August. Additional days before and after the regular season are available, will be negotiated.

**TO APPLY:** Contact DuBois Center or go online to receive an **Employment Packet**. It will include an application, reference forms, which you will need to have completed and returned directly to the office. Interviews will be set up after completed applications have been received.

**CONTACT:** Shirley Asmussen • shirley.director@DuBoisCenter.org • 618.787.2202

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