

DUBOIS CENTER
Illinois South Conference United Church of Christ
Position Description – Summer Camp Barn Specialist

TITLE: Barn Coordinator
REPORTS TO: Program Director
SALARY: Starting Salary is \$375 per week, plus meals & lodging

GENERAL INFORMATION: DuBois Center is the camp and retreat center of the Illinois South Conference of the United Church of Christ.

Each summer, DuBois Center hosts a traditional residential summer camp for youth ages 5 through 18. 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 selfless service to others.

POSITION OVERVIEW: Barn Coordinators work throughout the summer leading the horseback riding program. This includes providing instruction and supervision of groups up to 14 campers during barn chores, groom and tacking sessions, riding sessions and other horse related activities. Barn Coordinators are members of the Horse Team, whose goals include barn management, veterinary care coordination, health inspections and reporting.

GENERAL QUALIFICATIONS for All Positions at DuBois Center

- Is flexible and open to growth
- Is reliable and able to build good relationships with children and adults
- Is willing and able to work in a non-smoking, drug and alcohol-free environment

SKILLS & CERTIFICATIONS

Required:

- Minimum age of 18 **and** a high school diploma or equivalent
- Experience working with horses
- Demonstrate knowledge and skills in Western riding, tacking and horse care
- Current certification in American Red Cross Adult and Pediatric First Aid/CPR/AED with Anaphylaxis and Epinephrine Auto-Injector or equivalent (Camp will help facilitate earning these certifications if not already obtained)

Recommended:

- Employment or education in Equine fields, students welcome!
- Experience with formal riding instruction
- Other outdoor education experience - Eagle Scout, Girl Scouts, WFR, Guide Training

JOB RESPONSIBILITIES

- Provide for the health and safety of all campers and staff at all times.
- Provide for the health and the safety of the horses.
- Implement and lead camp activities and programs for campers.
- Give instruction during arena rides, trail rides, caring for the horses and maintenance of horses and all other horse-related activities.
- Plan special events utilizing the horses and riding areas and also program horse-related specialty camps in coordination with the Barn Team.
- Supervise and provide guidance for campers during barn activities.
- Work collaboratively with other paid and volunteer staff members to achieve camp goals and maintain health and safety standards.

- Utilize any of several time blocks for daily one-on-one check-in with the Program Director to report successes, struggles, questions and ideas.
- Ensure the cleanliness of the camp's site.
- Work to build a supportive, inclusive, effective community.
- Understand ALL emergency procedures associated with summer camp.
- Attend and participate in all designated staff meetings and training sessions.
- Abide by public health and camp healthcare policy when in contact with the public.
- Abide by Illinois South Conference and DuBois Center policies and procedures.

PHYSICAL DEMANDS

Physical ability to walk up to 10 miles in a day on paved walkways, carry a backpack weighing up to 20 pounds with personal and cabin group gear, and to respond to situations requiring first aid or the enactment of other emergency procedures.

SUMMER PROGRAM STAFF RECEIVE:

- * meals and lodging while at camp + salary paid twice a month (15th and 30th)
- * accident insurance while on duty as camp staff
- * 8-10 days of training:

Summer Staff Training week offers an introduction to all of our camp activities and opportunities to be signed off as a certified leader of: archery, canoeing, crafts, dance or creative movement, group building activities, horseback riding, nature activities, outdoor living skills, and participating in waterfront supervision as a certified lookout.

Training week also covers Reducing the Risk, radio network training and drills, public health sanitation and cleaning, and DCFS abuse reporting protocol.

SEASON: Our summer camp season runs from late May through the first week of August.

INCLUSION STATEMENT: Because we affirm the value of all God's people, the Illinois South Conference of the United Church of Christ does not discriminate on the basis of age, race, national origin, religious background, sexual orientation, or gender identity. To the extent possible, we endeavor to accommodate those with a variety of physical, mental, emotional, medical, or dietary needs.

OUR WISE COMMITMENT

As a WISE Conference of the United Church of Christ, we are committed to the welcoming, inclusive, supportive, and engaging work of reducing stigma and promoting the inclusion of people with mental illness in the life, leadership, and work of the Illinois South Conference.

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