



TITLE: Barn Assistant/Counselor
REPORTS TO: Summer Barn Coordinator
SALARY: Entry Level Salary is \$380 - \$390 per week, plus meals & lodging

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.

POSITION OVERVIEW: Assist with the implementation of the summer horseback riding program. This includes providing instruction and supervision for small groups of up to 14 campers during morning and evening barn chores, grooming and riding sessions, and other horse-related activities. Assist with daily cleaning of all horse-related facilities and equipment, and caring for the horses. May serve as a Cabin Counselor/Activity Specialist for approximately half of the summer. *(See separate position description for details.)* Assist with supervision and leadership of campers and general camp activities.

SKILLS & CERTIFICATIONS

Required:

- minimum age: 18 **and** a high school graduate
- current certification in First Aid and Child-Adult CPR/AED
- successful experience working with children and/or youth
- demonstrated knowledge and skills in Western riding, horse care and tacking
- successful completion of up to 8 hours of designated online pre-camp training

Recommended:

- one year out of high school
- formal riding instruction
- barn hand experience outside of DuBois Center

JOB SEGMENTS

- ☐ Provide for the health and safety of all campers, guests and staff at all times.
- ☐ Provide for the health and the safety of the horses.
- ☐ Warmly greet campers and parents and assist with arrival and departure procedures.
- ☐ Assist with horseback riding program leadership, including instruction, trail rides, caring for the horses and maintenance of the horse-related areas and equipment.
- ☐ Assist in planning special events utilizing the horses and riding areas, and programs for horse camps.
- ☐ When not engaged in horse program activities, assist with leadership and supervision of other camp activities, including singing, evening programs, all-camp activities and special events.
- ☐ As a counselor, supervise and provide guidance for campers, cabin and family groups.
- ☐ Provide background "support" for the camp community.
- ☐ Complete end-of-week and end-of-summer closing procedures including clean-up and evaluations.
- ☐ Work collaboratively with other paid and volunteer staff members to achieve camp goals.
- ☐ Attend and participate in all designated staff meetings and training sessions.
- ☐ 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. Cognitive and communication abilities to plan and lead activities to achieve goals for camper development.
2. Abilities to communicate and train campers and volunteers in safety regulations and procedures.
3. Abilities to observe camper and horse behavior, assess its appropriateness, enforce safety regulations, follow emergency procedures, and apply appropriate behavior management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the camp setting.

5. Physical and cognitive ability to respond appropriately to situations requiring first aid or other emergency procedures.

DAYS OFF: This position has two days (48 hours) off every two weeks or one day (24 hours) off every week. 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: Our season will run from late May through late July. Additional days before/after the regular season are available, but are not required.

TO APPLY: Submit an ***Employment Packet***. It will include an application and reference forms, which you will need to have completed and returned to dcinfo@duboiscenter.org or director@duboiscenter.org.

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DuBois Center; 2651 Quarry Road; DuBois IL 62831

www.DuBoisCenter.org