



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

TITLE: Summer Barn Coordinator
REPORTS TO: Co Executive Directors
SALARY: Entry Level Salary is \$400-\$420 per week, plus meals and 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: Supervise summer horseback riding program including program planning and leadership, caring for our herd of 19 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.

SKILLS & CERTIFICATIONS:

Required

- current certification in First Aid and Child-Adult CPR/AED
- proven leadership skills, and ability to inspire and lead individuals & groups of children and youth
- organizational skills and the ability to coordinate tasks and schedules
- 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)

Recommended

- skills and successful experience in training and supervising paid and/or volunteer staff
- formal training in horseback riding and instruction
- supervisory experience in a riding program
- valid driver's license

Major Job Responsibilities Include:

- 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 those assigned to the barn.
- Work one-on-one with individual horses as needed to ensure program readiness.
- Conduct regular barn-related emergency drills, and assist with other camp emergency drills.
- Care for the barn, riding facilities, horses and tack to ensure riding facilities and equipment are safe and in good repair.
- Ensure there is an adequate quantity of supplies and equipment on hand for the horse program.
- Work with Summer Leadership Team on weekly planning and the scheduling of program activities.
- 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 clean-up & evaluations.
- 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.
- 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.

SUMMER PROGRAM STAFF RECEIVE:

- + meals and lodging while in camp
- + a salary or stipend, paid twice a month
- + accident insurance, while on duty

SEASON: The season for Coordinators runs from May 22 through early August. Additional days before and after the regular season are available and will be negotiated.

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

OUR INCLUSIVITY 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, ability, 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.

Rev. 12.25