

Seasonal Ranch Manager Position Description

Position summary

The Ranch Manager has the primary responsibility of overseeing the development and implementation of a safe, fun, positive, fulfilling, and educational summer camp experience that supports membership growth and retention. The Ranch Manager will supervise and instruct campers, volunteers and staff while they participate in the camp's equestrian program, as well as manage the herd, facilities and equipment in the equestrian program area.

Responsibilities including but not limited to:

1. Manage the herd, facilities and equipment in the equestrian program area:
 - a. Oversee the arrival and departure of the herd at camp, including incoming documentation and proof of negative EIA and CVI on all horses.
 - b. Work with Director of Program, Property & Member Support, Camp Director and Maintenance positions to ensure hay is delivered prior to horses' arrival.
 - c. Work with the farrier/leaser to evaluate the condition of each horse and document any observations or concerns upon arrival, throughout the season, and at departure.
 - d. Regularly review and evaluate horses' health needs, behavior and nutrition needs and proper tacking equipment and document in herd book prior to campers arriving.
 - e. Set-up the horseback riding area prior to and during staff training.
 - f. Teach and monitor proper use of equipment.
 - g. Manage daily care of the camp's horses, including grooming, feeding, bedding and overall health. Communicate with Camp Director if questions or concerns arise.
 - h. Establish communication with the camp's veterinarian at the start of the season and communicate with Camp Director if/when house calls are needed.
 - i. Review and ensure the terms of the leasing agreement are followed. Communicate with Camp Director if questions or concerns arise.
 - j. Conduct pre-season and end-of-season inventory.
 - k. Assess equipment throughout the season and make (or file for) repairs.
 - l. Conduct daily check of area and equipment for safety, cleanliness, and good repair.
 - m. Make arrangements to acquire equipment and supplies as needed, taking into consideration both cost and efficiency.
 - n. Assist in the packing, storing, and inventory of all materials and supplies at the end of the season.
 - o. Make recommendations for future needs and improvements for the equestrian program.
 - p. Perform other duties as assigned by the Camp Director.

2. Develop and implement a safe, enriching equestrian program for campers, volunteers and staff:
 - a. Create lesson plans and seasonal curricula for the camp equestrian program which coordinates with the Safety Activity Checkpoints publication, ACA standards, organizational and camp mission and vision statements and goals.
 - b. Evaluate riding abilities of campers, volunteers and staff.
 - c. Deliver a creative equestrian program which meets the abilities of the riders, introduces them to new skills, and continues to build on those skills.
 - d. Set daily and session schedules for the horse program.
 - e. Assist in the planning and implementation of staff training in relation to the ranch.
 - f. Train Wranglers and horse counseling staff in their ranch-related responsibilities.
 - g. Schedule and supervise Wranglers and Horse Counselors to provide a safe and high-quality program.
 - h. Immediately correct performance issues of assigned staff (in private) for actions that have the potential to put the health and safety of a camper or other staff at risk.
 - i. Document and report to Camp Director any and all performance concerns.

Essential Functions

Applicants for the Seasonal Ranch Manager position should, at minimum, have the ability to:

- Successfully complete all pre-employment and post-employment screenings including, but not limited to, background check
- Obtain/retain registration as a member of Girl Scouts of the USA.
- Obtain/retain a valid driver's license and vehicle insurance with the ability to maintain legal compliance in the safe transport of girls and staff in a multi-passenger van.
- Obtain/retain current certification from an accredited horsemanship instructor training organization such as Certified Horsemanship Association (CHA), American Association for Horsemanship Safety (AAHS) **or** documented proof of a minimum of three years successfully instructing a general horseback riding program.
- Obtain/retain basic First Aid and CPR with AED Training from the American Red Cross or other nationally recognized health and safety organization.
- Follow, maintain and enforce appropriate safety regulations and behavior management techniques.
- Manage staff and campers in the event of an emergency situation by following established GSMWLP safety standards.
- Ability to climb, crouch and walk and ride horses on uneven terrain and demonstrate safe and proper care and riding of horses.
- Ability to actively participate in physical programming with participants.
- Ability to work indoors and outdoors in all types of weather
- Vision corrected to 20/20.
- Ability to lift and carry up to 50 pounds on a regular basis.

- Adapt to the changing demands of the position.
- Apply independent discretion within the boundaries of the position.
- Work various days and hours including weekends and evenings, while maintaining strength and endurance required for living and working in a rustic environment.
- Effectively communicate verbally and in writing with staff, volunteers, campers, parents and guardians.
- Supervise and coordinate with peers, including but not limited to ranch staff.
- Set up demonstration area and establish a skills progression for teaching.
- Accept guidance and supervision from Camp Director.

Reporting relationship

The Ranch Manager is supervised by the Camp Director.

Qualifications

The ideal candidate for the position of Ranch Manager should, at minimum, possess:

- Bona Fide Occupational Qualification of at least 21 years of age to drive multi-passenger van in the safe transport of girls and staff compliant with council insurance requirements
- Experience and desire to work extended hours and in close proximity with children and other diverse populations.
- At least one (1) year experience at a residential camp/youth facility working with and serving diverse populations
- Documented experience in management, equestrian care and programming.
- Developed and demonstrated people and project management skills with ability to build relationships, present concepts and recommendations, and motivate and inspire others.
- Demonstrated knowledge of, or willingness to learn, Girl Scout program, principles and standards, as well as the mission and vision of GSMWLP.
- Strong leadership skills.
- Honesty, integrity and trust while performing all job duties.