



CAMP TECUMSEH JOB DESCRIPTION

Position Title	Department	Reports To
Equestrian Camp Counselor/Riding Instructor	Equestrian	Equestrian Director and Assistant Equestrian Director
Employment Status	FLSA Status	Revision Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Year Round <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	11/01/2022

POSITION SUMMARY

In conjunction with the Equestrian Director and Assistant Equestrian Director, the Equestrian Camp Counselor/Riding Instructor acts as a counselor in an Equestrian cabin (ages 11-15) and as an instructor giving safe and fun lessons that help facilitate personal growth in each camper and in their riding ability and relationship with horses. Able to execute safe programming, both at the barn and around camp, with a co-counselor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Instruct and/or assist in program/clinic areas as assigned, making curriculum cover all ages and skill levels
- Assist in the teaching of riding classes (English/Western) and ground school at the EQ center
- Assist with EQ afternoon clinics
- Be friend and leader to each individual in your cabin group to promote improved camper self-image and good group relationship
- Instruct and/or assist in program/clinic areas as assigned, making curriculum cover all ages and skill levels
- Maintain personal health including good hygiene and proper sleep. Interpret health and safety regulations to the group
- Observe each camper daily and check for cuts, bruises, skin rashes, or other indications of illness or injury
- Supervise and assist the group in cabin shared responsibility duties (camp clean-up)
- Offer guidance in cabin group, unit, and camp-wide activities
- Prepare parent letters as required & EQ blurbs
- Promote good manners at mealtime and encourage common courtesies in serving, passing, and eating food
- Establish schedule for campers to wash before meals and shower before devotions
- Provide cabin devotion each evening related to group interactions and needs (story, poem, discussion, prayer), and in keeping with the established camper is getting full benefit of this period of relaxation
- Be in the cabin with campers all night unless another individual is assigned
- At all times be aware that you are a “model” to all campers and to other staff. No drinking, smoking, or drugs at any time. Adhere to camp’s personnel policy by following and enforcing camp rules

- Be at the cabin at all times on camper registration and departure days to ensure full counselor-parent communication at beginning and end of session
- Set a positive example in exercise, food selection, personal habits, and attitude
- Perform other functions as directed for the good of camp and the campers

Supervisory Responsibilities

Not applicable to this role

QUALIFICATIONS & SKILLS REQUIREMENTS

Required Education/License/Certification

- High School Diploma
- Must be able to pass routine and regular criminal background checks as a requirement of continued employment

Preferred Education

- Minimum 1 year college preferred

Required Experience

Not applicable

Preferred Experience

- Experience working with youth
- Experience working around horses including grooming and tacking
- Experience in instructing English and/or Western riding lessons

Requirements

- Must be at least 18 years of age
- Must be an individual with integrity, and genuine interest in character development of youth
- Must be able to live on site in a cabin with 10+ campers and a co-counselor for 9 weeks
- Follow all rules and guidelines set forth in the Camp Tecumseh YMCA Staff Handbook

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment

- Ability to work indoors/outdoors, in the rain, wind, and in hot or cold conditions. Employee may be exposed to wet and/or humid conditions
- Ability to work in a hay and dust filled environment
- May be required to use personal protective equipment

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Must be able to lift, bend, twist, stoop, climb, and have good hand dexterity
- Ability to push and pull loads

- Good physical health including ability to lift and carry objects up to 30 pounds in weight
- Must be able to assist people on/off horses
- Must be able to stand/walk for 8-10 hours per day
- Will be required to work more than an eight-hour day
- Must be able to saddle a horse
- While performing the duties of this job, the employee is regularly required to communicate and converse with employees, maintain a stationary position (standing and sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods of time. The worker may be required to operate in close quarters,

Hazards

The employee in this position may be exposed to certain hazards as part of the duties and responsibilities of the position such as animals, insects, poisonous plants, construction, heavy machinery and noisy environments, driving and working in adverse weather conditions, and the possibility of being a lone worker.

Required PPE

Camp Tecumseh will provide the required personal protective equipment (PPE) needed to mitigate or eliminate these hazards and all employees will be trained on the appropriate use of PPE.

- Helmet
- Pants (when riding a horse / not provided by the organization)
- Closed toed shoes (when riding a horse / not provided by the organization)

Position Type

This is a full-time, seasonal position. Days and hours of work are generally Sunday afternoon through Saturday morning; weekday hours are 7:00 a.m. to 6:00 p.m. (excluding Friday, will work until 10:00 p.m.) but is flexible based on need. Evening, night, and weekend work may be required as duties demand.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship. The job description is subject to change at any time.

By signing below, I am acknowledging that I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Received and accepted by Employee:

Signature: _____ Date: _____

Printed Name: _____

Camp Tecumseh is an Equal Opportunity Employer, Drug-Free Workplace and complies with ADA regulations as applicable.