

**YMCA of Greater Cincinnati  
Job Description**

**POSITION:** Ranch Intern

**BRANCH:** YMCA Camp Ernst

**SUPERVISOR:** Head Wrangler, Ranch Program Director

**GENERAL FUNCTION:** To work as a team with Co-Counselors in leading groups of campers through a successful camp week at the ranch. Assisting Ranch Program Director and Head Wrangler with administrative and daily operations.

**KNOW HOW:**

**Connect** with campers and staff – build relationships with staff and campers at activity areas and within the cabin, **participate** 100% in all programs, **Plan and organize** activities for activity area and cabin, **cooperate** with cabin counselors, Color Leaders, and Unit Leader, **Model** the “**G-Rated**” values of YMCA Camp. **Teaching the basics** of horsemanship both mounted and un-mounted in lesson-style settings. **Leading/co-leading** trail rides with campers.

**PRINCIPAL ACTIVITIES:**

**1. To participate in camp activities (principally at the ranch) with campers and other staff.**

- Work cooperatively with counselors and campers.
- Model effective camp counseling methods.
- Recognize and respond to opportunities for problem solving in the group.
- Help each participant to meet the goals established for development.
- Maintain cleanliness of the space to which you are assigned.
- Lead management of health and safety of his/her campers, especially regarding:
  - a. appropriate and diligent use of sunscreen and bug spray;
  - b. washing hands before every meal;
  - c. aware of health and reports any concerns to the nurse
- Maintains active supervision of campers and knows where they are at all times.
- Establish group expectations and routines.
- Implement a system for checking in on campers and responding to any concerns or needs.

**2. To carry out ranch responsibilities**

- Supervise program participants in ranch and camp programs.
- Plans and implements ranch activities and lessons that involve: caring for horses on camp property during the week of camp.
- Maintain safety and cleanliness standards.
- Maintain positive relationships with parents and other staff members
- Follows YMCA policies and procedures, including those related to ACA standards, medical and disciplinary situations, child abuse prevention and emergencies.
- Lead management of health and safety of our camp horse herd by regarding:
  - a. Applying any topical medication, administering any medication/supplements prescribed;
  - b. Cooling and bathing horses appropriately after work;
  - c. Daily grooming needed before and after work;
  - d. Aware of health and medical conditions and report any concerns to head wrangler or ranch program director immediately;
  - e. Keeping stalls and arenas clean and maintained;
  - f. Making sure horses are fed at all appropriate meal times;
  - g. Making sure each horse has full access to water at all times;
  - h. Making sure that all horses working that day are retrieved from their pastures and brought to the ranch prior to activities starting;
  - i. During lessons, following all CHA safety standards for mounting, teaching and dismounting;

- j. On trail rides, you are engaging with campers, communicating with staff members and taking appropriate trails for your campers

### **3. To carry out camp programs.**

- Help to guide campers in participating successfully in camp activities and programs.
- Adhere and enforce all camp rules, policies, and procedures.
- Develop and lead unit activities as appropriate.
- Lead camp activities during program time as needed.
- Staff members are expected to be on time and on duty attending to campers' individual needs, positive experience, and safety (physical & emotional).
- Adhere to the provided camp schedule. Inform Unit lead staff before making any changes to assigned activities and schedules.
- Prepare for the arrival of the group by reading the Camper Information Form and other information as provided.
- Implement ice-breaker and group-building activities on the first day, while completing orientation rotations.
- Complete any required paperwork on time, including postcards, awards, and cabin reports.
- Responsible for overseeing the well-being of campers in assigned group, as well as all group functions.
- Care for and maintain any program equipment, supplies, and spaces, including activity areas, equipment storage areas, and shared activity spaces.
- Report maintenance needs to the Unit Leader or Property Manager via maintenance request forms.

### **4. To work positively with campers and staff**

- Serve as a positive role model to campers and staff.
- Help each participant to meet individual and program goals.
- Supervise campers' day.
- Report difficult camper and/or staff situations to Co-Counselors, Unit Leader and/or administrative staff.
- Abide by the YMCA Child Protection Policy including never being alone with another camper or staff member.
- Report suspicious or inappropriate behaviors and policy violations. Camp staff are mandated reporters and must report any concerns of child abuse.
- Work effectively with people of different backgrounds, abilities, opinions and perceptions.
- Encourage physical and emotional growth and positive character development in all campers.
- Practice cultural humility, striving to actively learn about and be sensitive to cultures different than their own.
- Pay particular attention to group dynamics, and work with the Cabin Counselors to solve problems.

### **5. To fulfill other obligations.**

- Prepare for and actively participate in staff training, meetings, and supervisory conferences.
- Demonstrate respect for personal and camp property.
- Manage personal time in accordance with camp policy and schedule.
- Assist in operation of check in and check out days of camp
- Maintains positive relationships with campers, parents and other staff.
- Handle whatever else is necessary to ensure that programs runs smoothly and safely, or is deemed necessary by the administrative team.

<https://myycamp.campbrainstaff.com/>