

## PCCC Job Description

### **THIS FORM MUST BE COMPLETED FOR ALL STAFF**

(Must be submitted to HR before first day of work)



**Name:**

**Position:** Horse Camp Wrangler/Counselor

**Reports To:** Horsemanship Director

**Date Revised:** 9/29/2020

**FLSA Status:** Exempt

## POSITION SUMMARY

Wrangler/Counselors will assist the Horsemanship Director with teaching classes in the arena and in the barn. Wrangler/Counselors will be responsible for feeding horses, herd health, and barn and pasture maintenance. They will assist the Head Counselor in running activities, working with the campers, and helping with mealtimes.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participate in all aspects of ranch maintenance; feeding, safety of both horses & campers, and lessons.
- Assists in all program activities including but not limited to: devotionals, campfires, games, skits, crafts etc.
- Responsible for the camper's care, safety, and wellbeing; supervision 24 hours a day while on duty.
- Prepares and teaches her own lessons and notifies Head Wrangler of any needs.
- Keep campers on schedule and arriving on time to all activities.
- Attend all devotional and Bible study meetings.
- Assist campers with their personal devotionals and materials.
- Assist campers in daily activities as needed.
- Assists in the mentoring of the wranglers in training.
- Keep regular, timely attendance while maintaining a clean, safe, and unobstructed workplace.
- Looks for and makes use of teachable moments.

\* These duties are not exhaustive; with consideration of the job requirements and employee's skills, this job description may be amended at the discretion of the immediate supervisor.

## JOB SKILLS AND QUALIFICATIONS

- Demonstrates a personal relationship with God through Jesus Christ, exercising personal faith through consistent daily living in accordance to God's Word.
- Understands the mission of Palomar Christian Conference Center and is in agreement with its Statement of Faith, and submits all other goals and desires to that main goal.
- Possesses excellent verbal and written communication skills.
- Possesses interpersonal skills such as are required to maintain positive relations with both staff and guests.
- Possesses excellent customer service skills and presents a professional appearance and demeanor.
- Possesses strong attention to detail and organization while managing multiple priorities.
- First Aid and CPR certified (will train).
- Must be able to lift a minimum of 50 lbs.
- Experience and enjoys working with elementary to high school aged girls.
- Able to lead and direct youth.
- Experience with teaching youth/beginners the basic controls and techniques of introductory horseback riding.
- Can keep a clear head and knows how to help riders in case of an emergency.
- Has experience leading trail rides with beginners.

## TYPICAL WORK SCHEDULE

- As a FLSA Exempt position, the Head Counselor may be expected to work more than 8 hours a day, depending on the needs and schedules of the campers.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required by their immediate supervisor to perform duties outside of their normal responsibilities.

I have read and received a copy of my job description. I understand this overrides any previous written or verbal communications I have received. I further understand that I am expected to follow my job as is outlined and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_