

# Fieldstone Farm Therapeutic Riding Center Summer Camp Director

As Summer Camp Director, you will be the go-to person for all things Summer Camp at Fieldstone Farm TRC. Your job will include many responsibilities, all with the goal of creating a safe, memorable and meaningful camp experience for your campers. Our Camp Directors have real ownership over their camp programs and enjoy infusing their own creativity and talents into their weekly schedules. As you manage campers, their families, club logistics, your small staff team and other camp happenings, you will be truly supported by the Fieldstone Farm TRC Staff all the way.

## Qualifications

- 18 years of age or older
- 3 or more years of horse experience and an interest in equine assisted therapies preferred
- Knowledge and expertise in the area of program planning
- Ability to lead a team
- Ability to guard the health and well-being of up to 8 campers at all times
- Capable of sustaining energy for participation in a full day's worth of activities
- Ability to make decisions and adjust plans in real-time
- Prior experience working with children with physical or emotional disabilities and challenges
- Effective organizational and communication skills
- Professional, Enthusiastic, Responsible, Dependable, Consistent, Level-Headed, Flexible, and Calm in all situations
- Position start date April 15th
  - April 8- May 17 approx. 5 -8 hours per week - virtual and on-site evaluations
  - April 8- April 13 on site Camper evaluations weekday evenings and Saturday morning
  - May 20- May 31 approx. 5-10 hours per week in person
  - June 3rd- Aug 9th - 8:30am to 2:30pm Monday through Friday
  - No camp during week 4th of July week
  - Week of August 12th - up to 10 hours for clean up- and restocking camp supplies

## Responsibilities

- Work with group of campers and provide a fun, safe and exciting camp experience
- Evaluating Campers to determine suitability
- Supervise daily horseback riding time in a hands-on manner from within the barn, as needed
- Work with and supervise camp counselors in a supportive manner
- Assign camp counselors to specific tasks and manage their performance
- Complete and submit daily and weekly administrative tasks electronically
- Greet families and campers upon arrival and orientate them to camp
- Establish rules with campers and staff and review emergency procedures
- Manage parent expectations by knowing your campers and conversing with parents at pick-up and drop-off times
- Plan and implement horse and camp related daily camp schedule and activities
- Shop for camp supplies, staying within supply budget provided by Fieldstone Farm TRC
- Prepare activities in advance
- Manage any issues that may arise including, but not limited to, camper behavior issues, parent complaints, etc.
- Sending out Pre-Camp newsletters and daily electronic correspondence to parents
- Check in with the Fieldstone Supervisor daily to update them on your camp and any issues you may be encountering
- Keep summer camp areas clean, neat and orderly
- Present yourself in a clean, neat attire in accordance with Fieldstone dress policy
- Camp staff interfaces with campers' families, Fieldstone Farm volunteers and staff so a professional enthusiastic approach is required
- Complete other duties, as assigned