



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION

IDENTIFICATION:

Job Title: Wrangler (Camp Echo)

Department: (80) Camp Echo

Classification: Exempt (salaried)

Full or Part-time: PT/Seasonal

Reports to: On-Site Program Coordinator, Camp Echo

Revision Date: 10/18/2018

The Wrangler (Wrangler) is responsible for the overall success and safety of Camp Echo's horseback riding program, including the campers who participate and the 17 horses in our care.

SPECIFIC DUTIES:

- Works with the On-Site Program Coordinator and other camp leaders to plan and implement Staff Training, specifically for Senior Barn Staff, including identifying staff members to attend CHA training.
- Assists the Camp Director in meeting licensing and regulatory needs of the state of Michigan.
- Communicate regularly with horse vendor, regarding care of leased horses and sharing feedback as appropriate; meets all expectations as set by the vendor.
- Develops lesson plans for Campactivities, including an alternative plan for rainy days.
- Creates schedule for staff assignments with campactivities (in the barn and the ring), ranch camp, cabin groups, trail rides and Horseback Overnights (HBO).
- Coordinates the horse evaluation for the campers on the first day of camp.
- Supervises and takes a major role in fostering appropriate behavior among all barn staff members, providing coaching, encouragement and necessary correction as needed with a regular check-in schedule. (ACA HR-20)
- Responsible for the feeding, watering and care of all horses, including medical care.
- Ensures all equipment and tack is in good repair.
- Ensures and supervises the cleaning of stalls and horse barns.
- Ensures that all horse medication is securely locked at all times it is not in use.
- Orders hay and feed as needed.
- Organizes a systematic maintenance schedule for trail work and repair.
- Reports any maintenance needs to the Property Manager.
- Promotes the riding program enthusiastically to other staff and campers.
- Completes a final evaluation for each person he or she supervises on CampMinder in a timely manner.

ADDITIONAL DUTIES:

- Maintains the cleanliness of the living space to which he or she is assigned.
- Support the On-Site Program Coordinator in the pre-camp hiring process as appropriate.
- Assists the Program Coordinator in the assignment of campers to Campactivity classes.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Aids in the development and education of assistant counselors, LITs and CITs.
- Attends vehicle safety sessions with full time staff prior to driving any camp vehicle.
- Maintains positive relationships with campers, parents and other staff.
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to cultures different than their own
- Handles whatever else is necessary to ensure that the barn program runs smoothly and safely, or is deemed necessary by the Camp Director.

BUDGET FOR WHICH THE POSITION IS RESPONSIBLE FOR:

EXPENSE: NULL

INCOME: NULL

NUMBER OF STAFF (VOLUNTEERS) SUPERVISED: INCLUDE SEASONAL PERSONNEL AS PART TIME: 6

MCGAW YMCA LEADERSHIP COMPETENCIES (Highlight one):

	Leader*	Team Leader	Multi-Team Leader	Organizational Leader
Values	Accepts and demonstrates the Y's values.	Models and teaches the Y's values.	Reinforces the Y's values within the organization and the community.	Incorporates the Y's mission and values into McGaw's vision and strategies.
Community	Demonstrates a desire to serve others and fulfill community needs.	Ensures a high level of service with a commitment to improving lives.	Effectively communicates the benefits and impact of the Y's efforts for all stakeholders.	Ensures community engagement: promotes the global nature of the Y.
Inclusion	Works effectively with people of different backgrounds, abilities, opinions and perceptions.	Champions inclusion activities, strategies, and initiatives.	Develops strategies to ensure staff and volunteers reflect the community we serve.	Advocates for and institutionalizes inclusion and diversity throughout McGaw.
Relationships	Builds rapport and relates well to others.	Builds relationships to create small communities.	Builds and nurtures strategic Relationships to enhance support for McGaw.	Initiates the development of relationships with influential leaders to impact and strengthen the community
Developing Others	Takes initiative to assist in developing others	Provides staff with feedback, coaching, guidance, and support.	Provides tools and resources for the development of others	Ensures that a talent management system is in place and executed effectively.
Decision Making	Makes sound judgments, and transfers learning from one situation to another.	Provides others with the frameworks for making decisions.	Integrates multiple thinking processes to make decisions.	Possesses penetrating insight and strong strategic and critical thinking skills.
Change Capacity	Demonstrates an openness to change, and seeks opportunities in the change process	Facilitates change; models adaptability and an awareness of the impact of change.	Creates a sense of urgency and positive tension to support change.	Effectively drives change by leveraging Resources and creating alignment to expand organizational opportunities.

*Leader is the category for all McGaw employees who are not supervisors, managers, directors, etc. In this regard, ALL McGaw employees are leaders.

ABUSE RISK MANAGEMENT REQUIREMENTS (Highlight one):

For employees who directly supervise youth	For employees who do not directly supervise youth	For supervisors and administrators
Adheres to policies related to boundaries with youths	Adheres to policies related to boundaries with youths	Follows employee screening requirements and uses screening instruments to screen for abuse risk
Attends required abuse risk management training	Attends required abuse risk management training	Provides employees with on-going supervision and training related to abuse risk
Adheres to procedures related to managing high-risk activities and supervising youths	Reports suspicious and inappropriate behaviors	Provides employees with regular feedback regarding their boundaries with youths
Reports suspicious or inappropriate behaviors and policy violations	Follows mandated abuse reporting requirements	Requires employees to adhere to policies and procedures related to abuse risk
Follows mandated abuse reporting requirements	Adheres to job specific abuse risk management responsibilities <ul style="list-style-type: none"> Custodians—ensures unused locker rooms and closets remain locked; routinely monitors high-risk locations Front desk personnel—ensures youths are properly signed in and out, ensures only authorized adults are allowed in the facility, etc. 	Responds quickly to policy and procedure violations using the organization's progressive disciplinary procedures
		Responds seriously and confidently to reports of suspicious and inappropriate behaviors
		Follows mandated reporting requirements
		Communicates to all employees the organization's commitment to protect their youths from abuse
		Reports essential abuse risk management information to the board of directors.

QUALIFICATIONS:

- Minimum age of 21
- Certified in CPR and First Aid required; Lifeguard preferred
- Previous experience of at least 3 summers in a supervisory position in a similar horseback program
- CHA certified
- Leadership ability and teamwork oriented
- Possess a variety of skills and experience with youth
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals

WORKING CONDITIONS (Check all that apply):

- Walking
 Crouching
 Lifting (25lbs)
 Sitting
 Stooping
 Kneeling
 Climbing
 Standing
 Carrying (25lbs)
 Pulling (25lbs)
 Pushing (25lbs)
 Other: This position is expected to live on site.

The Y: We're for youth development, healthy living, and social responsibility.