



**CYO Camp Rancho Framasa
Program Staff
Position Description**

I. IDENTIFYING INFORMATION

Position Title: **Program Staff**

Status: Seasonal-- August-November (1 semester); August through late May (full 9 month)
Or March-May (1 semester)

Supervised by: Program Director

II. PRIMARY FUNCTIONS

The Program Staff are primarily responsible for performing the duties of program facilitation for visiting groups in the following programs: outdoor education (history and science), leadership or community building, guest rental groups and CYO retreats. Other camp life and community responsibilities are also functions of the Program Staff.

III. POSITION CONTENT— RESPONSIBILITIES AND ACTIVITIES

A. Essential Job Functions

1. Teach or lead challenge, leadership, outdoor education, faith, and recreation activities.
2. Interact with program participants and monitor their needs and safety.
3. Follow daily and weekly schedules.
4. Plan and implement lesson plans for specific program areas/classes.
5. Clean, maintain, and keep inventory of specific program areas and equipment as assigned.
6. Develop curriculum as needed.
7. Prepare facilities and host guest groups.
8. Housekeeping—assist in the cleaning and sanitation of cabins, camp program areas, and other camp property.
9. Food Service—assist with assigned food service operations and snack duties.
10. Facility Projects—during the winter season; assist with facility projects which may include painting, organizing, small building projects, planting, trail maintenance.
11. Prepare for and actively participate in staff training and meetings.
12. Demonstrate a willingness to provide service to others in the camp community and to camp's guests and program participants.
13. Show respect for individual property, camp equipment, and facilities.
14. Demonstrate responsibility and good judgment, decorum, politeness, appropriate dress, etc.
15. Work to uphold the mission and philosophies of the Arch. of Indianapolis, the CYO and Camp Rancho Framasa by demonstrating a strong faith commitment.
16. These are not the only duties to be performed. Some duties may be reassigned, and other duties may be assigned as needed.

IV. **POSITION SPECIFICATIONS/REQUIREMENTS**

A. Skills, knowledge, and/or abilities

1. Ability to plan and lead activities and events. This includes physical work outdoors in rugged terrain where mobility and stamina are important.
2. Ensure participant's safety, health, and respect during their experience.
3. Participate in all staff events and support all members of the staff community.
4. Maintain flexibility.
5. Strive to learn and improve as a camp outdoor professional.
6. Participate with enthusiasm and maintain a positive attitude and find an appropriate outlet for venting frustrations when necessary.
7. Model 6 core values: Catholic, Inclusive, Stewards of the Earth, Staff Development, Humility, and Participant-Centered.
8. Program Staff must conduct themselves in a manner fitting their profession and role as an employee of Camp Rancho Framasa, both at camp and in the community.

B. Education, Training, and/or Experience

1. Must be at least twenty-one years of age and/or a college graduate.
2. Must have relevant experience teaching/leading children.
3. Must possess an ability to lead groups of children and adults in outdoor education and related activities.
4. Experience leading retreats is helpful.
5. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training.
6. Background screening required.

VI. **WORKING ENVIRONMENT**

1. Regular evenings and weekends are necessary (work weeks are 5–6-day weeks).
2. Most work is performed outdoors and there will be exposure to the sun and elements.
3. Camp Rancho Framasa is set in a wonderful hardwood forest. To maintain this, no- or low-impact outdoor ethics are necessary.
4. Staff training will be provided, including curriculum design, planning, and teaching; behavior management techniques; small and large group facilitation; activity specialist training (canoeing, archery, low/high ropes, fire building, etc.) and specific training as needed for facility projects. During the season, Program Staff are expected to adhere to standards and policies.

BENEFITS

Nine-month commitment (August 2023-May 2024)

SALARY of \$1000 per pay, received every two weeks.

HEALTH INSURANCE for details visit: <http://www.archindyhr.org/wp-content/uploads/2015/04/2015-Benefits-Summary2.pdf>

HOLIDAYS - Labor Day; Weds, Thurs., Fri. of Thanksgiving; Christmas (3 weeks, begins the week before Christmas), MLK Day, Good Friday, Easter Monday

VACATION DAYS- 5 days

SICK DAYS- 5 days

PERSONAL DAYS- 2 days (1 per “semester”)

Personal, vacation & sick days DO NOT carry over or cash out.

Preferred months for taking vacation days are November, December, January, February, & early March.

Vacation day requests may be made for Sept., Oct., April, & May, but may be denied because of program needs.

Spring 2024 Semester commitment (Start Date negotiable-May 2023)

SALARY of \$1000 per pay, received every two weeks.

HOLIDAYS – Good Friday, Easter Monday

VACATION DAYS - 3 days

SICK DAYS- 3 days

PERSONAL DAY - 1 day

Personal, vacation & sick days DO NOT carry over or cash out.

The preferred month for taking vacation days is April.

Vacation day requests may be made for busy months but may be denied because of participant needs.

Fall 2024 Semester commitment (August-November 2024)

SALARY of \$1000 per pay, received every two weeks.

HOLIDAYS - Labor Day (*fall*)

VACATION DAYS - 3 days

SICK DAYS- 3 days

PERSONAL DAY - 1 day

Personal, vacation & sick days DO NOT carry over or cash out.

The preferred month for taking vacation days is November.

Vacation day requests may be made for busy months. but may be denied because of participant needs.

The minimum on all times off is 1/2-day increment. Staff members who choose to leave early will forfeit the days listed. They do not “cash out.”

1. Housing (optional) is included through five (5) days past the end of the school year season. Housing may include roommates and/or housemates in gender specific residents. Program Staff who live off-site will have access to residential staff amenities.
2. Board is included throughout the season. When groups are in camp, this will include prepared meals (vegetarian options, salad bar, fruit, and snacks available) at the camp’s dining hall (OPC). When groups are not in camp, staff have access to designated leftovers.
3. Internet access, laundry facilities, and in-house kitchen are included.

4. Accident insurance is covered under the Archdiocese of Indianapolis policy (workers compensation).
5. Mileage reimbursement accumulated on personal vehicles if use is deemed necessary for work purposes.