

Candlelight Ranch Job Description

Program Specialist

<u>REPORTS TO</u>	<u>FLSA STATUS</u>
Program Director	NON EXEMPT

SUMMARY:

The Programs Specialist is a key program position for Candlelight Ranch, working in partnership with the Program Director, Program Coordinator, volunteers, and interns. The Programs Specialist oversees and implements all duties pertaining to the operations of the ropes course facilities, ranch program facilities, and all program equipment. The Program Specialist assists with leading groups at the Ranch and in the community.

The Programs Specialist will assist with or facilitate the following programs and activities:

- **Challenge Course:** Includes zip lines, Canyon Crawl, high and low ropes course elements. leads group facilitation, including processing the Challenge Course experience.
- **Waterfront Activities:** facilitate canoeing, kayaking, and fishing and maintains a lifeguard certification.
- **Archery:** receives instructor training and facilitates groups through an introductory lesson of the basics of archery.
- **Equine Education:** Hands-on learning opportunities utilizing Equine Assisted Learning.
- **Nature Hikes:** On Ranch and community park/greenspaces' hiking trails.
- **Arts and Crafts:** Customized art projects that incorporate the natural environment.
- **Nature Therapy and Education:** Nature exploration and learning about the positive effects a natural environment can have on mental and physical health.
- **Community Outreach:** development & facilitation of community-based programming through community partners.
- **Outdoor Explorers:** helps facilitate OE at the ranch and local community parks.

Program Facilitation:

- Maintain high levels of safety standards and enforce all CLR rules for participants, volunteers, and ropes personnel.
- Ability to work autonomously and collaboratively.
- Ability to lead groups of 12 to 15 participants through outdoor activities.
- Maintains a safe environment for self and all participants throughout all activities.
- Assist with volunteer management
- Conducts morning program preparations before the start of ranch groups and clean-up of programming space at the conclusion of the day.
- Keeps archery arrows and sports equipment in working condition
- Assist with supplies and equipment needs and maintenance
- Collects, distributes, and inputs surveys into data collection systems with guidance of Program Coordinator.
- Works collaboratively with the Program Coordinator and Program Director to develop clear, consistent, and impactful programs that increase Candlelight Ranch's Impact

- Assists Program Director and Program Coordinator with the coordination and implementation of all on and off-site programming including developing and facilitating Outdoor Explorers.
- Assists with care of Ranch animals (i.e. feeding equine) as needed.
- Other duties assigned as needed.

TRAINING AND EXPERIENCE:

- Minimum of a Bachelor's Degree in a related field or experience in the recreation field.
- Ability to obtain and maintain Level 1 certification to facilitate a challenge course including high/low elements, zip lines and a two-line bridge.
- Ability to obtain and maintain CPR/First Aid & Lifeguard certification.
- Proficiency with Microsoft Word, Excel, and PowerPoint.
- Self-starter, motivated and can work independently.

WORKING CONDITIONS:

- Works from the Ranch on Lake Travis and at a home office;
- Must provide own transportation to and from the facilities and any meeting locations; and
- Reliable internet access is required.
- Position is physically demanding, with the ability to lift 50 pounds, hike, drive, and walk the ranch on a regular basis.
- Performs some maintenance chores at the Ranch.
- Actively facilitates various programs involving physical exercise.