

PCWC 2019 Summer Staff

Every summer, PCWC hires two young adults to help coordinate and organize the gear, equipment and horses needed to run 10 camps. PCWC is a completely mobile camp, so it takes a lot of hard work to make sure that each week of camp has everything it needs to be successful. In fact, a large part of the success of the entire year is impacted by the efforts of our hired staff. There are many unique ways in which these two staff get to be involved and interact with the numerous camps. There are times when they will be *at* camp with kids and having a blast. However, much of their time is spent behind the scenes getting each weeks equipment ready, caring for horses, and coordinating with directors. They are much like a stage manager; behind the curtain of a large theatrical production and yet not on the center stage. Having said that, without them the whole show stands at risk of flopping.

The job description is listed below, and the application form is linked underneath. If you have any questions, please call Dave Penner 780-518-7985.

Job Description

Qualifications:

- Born again Christian
- Heart for God
- Over 18 years old
- Strong work ethic
- Flexibility
- Good communication skills
- Organized
- Ability to work as part of a team and alone
- Problem solving skills
- Willingness and desire to learn
- Experience driving truck and trailer
- Experience with horses
- Ability to work with a wide range of personalities
- Able to take direction from others

- Clean Driving Record*
- A signature agreeing with the PCWC Statement of Faith and compliance with the PCWC Policies and Protocols

*A Criminal Record Check will be required of the successful applicant

Responsibilities:

- Work in collaboration with fellow Summer Staff in order to ensure all camp activities run smoothly over the course of the summer
- Network with camp directors and staff to determine the needs of each camp
- Assist with setup and clean-up of Rodeo at Balisky's: work Wednesday, Thursday, Friday and Monday, volunteer on Saturday and Sunday
- Prior to camp:
 - Check fences and first aid kits (horse and human)
 - Collaborate and communicate with the Directors of each camp to ensure all supplies are ready prior to each camp
 - Establish your day off
 - assess horse related equipment
 - Oil, clean, and maintain all tack as needed.
- Arrange transport of properties and supplies to and from various camp locations throughout the summer
- Assist in Arranging transport of horses/herd and feed to and from various camp locations throughout the summer
- Assist in care/finding placement for injured horses when need arises
- collaborate with the Wrangler and horse committee about visits to veterinarian.
- Assist in establishing best source of feed
- Make recommendations to each camp's Wrangler for horse/kid assignments at each camp (ultimate responsibility lies with the Wrangler)

- Coordinate volunteers to help with set-up/take down/send off of summer camps: Ridge Riders, Mountain Base, Ride and Relax, Pack and Ride, Mountain Adventure and Hiking camp
- Ensure all sites are clean and in better shape than prior to camp
- Participate in care of horses as needed (ex] -assist with hoof trimming and shoeing {this will be arranged by the Horse Committee} -care for injured or sick horses)
- Dry and store all tents, tent flies, ground tarps, etc.
- Maintain or arrange maintenance of properties and supplies as needed, deliver tents to repairman and give list to chairman
- Ensure that all tack is thoroughly cleaned and oiled at the end of camp
- Ensure that all saddle pads are thoroughly washed and dried after camps are completed
- Arrange return of horses to owners and adoptees
- Once camps have completed, do an inventory of all camp supplies including tack and horse-related supplies and submit the inventory to the camp chairman and secretary
- Complete a debrief of the Summer with Horse Committee and Chairman

Wages:

- 12 weeks of pay over a 13 week period (June 1-Aug 30)
- One day off a week plus a mandatory 1 weeks off through the summer. To be worked out with supervisors and co-worker
- \$720/week