

## **JOB DESCRIPTION**

Presbyterian Mo-Ranch Assembly  
Hunt, Texas

**JOB TITLE:** Lead Field Instructor  
**DEPARTMENT:** Environmental Leadership Program  
**SUPERVISOR:** Director, Environmental Leadership Program  
**FLSA CLASSIFICATION:** Non - Exempt  
**JOB CODE:** 12F, Regular Full Time

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### **MO-RANCH MISSION STATEMENT**

*The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.*

### **POSITION SUMMARY**

Be part of a creative team to provide environmental education, outdoor awareness, team building, self confidence and self esteem opportunities for participants in the Environmental Leadership Program in a safe and caring manner.

### **ESSENTIAL JOB FUNCTIONS**

1. Be responsible for the health, safety and education of a group of students during the time they are in residence with the Environmental Leadership Program. This includes, but is not limited to, preparing age appropriate lesson plans, teaching the activities, supervising in the dining hall or leading or supervising group recreational activities.
2. Be responsible for the care and maintenance of all equipment for one or more program areas. This includes weekly maintenance and inventory checks.
3. Develop new program activities and modifying existing activities as necessary.
4. Provide interpretive services for other Ranch guests.
5. Be Primary/Lead staff for the ropes course
6. Undertake and complete a personal project that develops a new learning module or enhances an existing one.
7. Able to teach all ELP classes
8. Able to train new staff in ELP classes
9. Good driving record and able to meet the driving requirements set forth by the insurance carrier.
10. Requires grasping, writing, sitting, walking, repetitive motions, hearing, visual acuity, and good speaking skills.
11. Must be able to squat, bend, kneel, climb, and reach.
12. Ability to push, pull, and carry a minimum of fifty (50) pounds.
13. Ability to walk at least 5 miles over varied and rugged terrain.
14. Ability to belay participants weighing up to 300 lbs.
15. Ability to stand for extended periods of time.
16. Ability to work under various environmental conditions, including extremes of heat (100 degrees or better and cold (30 degrees or lower.
17. Able to speak, read, write and understand English; good command of the English language
18. Ability to work independently and with little or no supervision.
19. Desire and ability to work with different age groups in an outdoor setting.
20. This position requires regular and predictable attendance as an essential function of the job.
21. This position requires on-site housing.

### **SUPPORTIVE FUNCTIONS**

1. Supervise participants in the dining hall.
2. Basic knowledge and understanding of Astronomy and telescope usage. Ability and willingness to learn more advanced skills.

3. Marketing of ELP, Summer Camps, Ropes Course through phone solicitations, school visits and mailing. Requires some travel.
4. Lifeguarding.
5. Basic computer skills including word processing, data entry, and spreadsheets.

## **QUALIFICATIONS**

### **Education/Experience**

1. Any combination of education and experience equivalent to a four year degree from an accredited institute of higher education. Prefer experience in outdoor education, camps, or other experience in human relations. Courses leading to teacher certification are preferred.

### **Certification**

1. Challenge Course Certification Level 1
2. Standard American Red Cross First Aid
3. American Red Cross CPR for the Professional Rescuer
4. American Red Cross Lifeguard

### **Grooming & Uniform**

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be worn at all times while on duty.

### **Work Schedule**

Must be available to work weekends and holidays, evening and be flexible with working hours.

## **OTHER**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

## **ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

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Employee Signature

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Date