



MT. HOOD KIWANIS CAMP, INC.

83500 E. Kiwanis Camp Rd., Government Camp, OR 97028

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SEASONAL JOB DESCRIPTION

JOB TITLE:	HORSE PROGRAM FACILITATOR (PROGRAM STAFF)
REPORTS TO:	Assistant Director- Program Areas (Program AD)
JOB STATUS:	Seasonal Position; Four 2-week sessions available mid-June through mid-August
COMPENSATION:	\$800/2-week session (One 2-week session commitment required)

MHKC OVERVIEW:

At Mt. Hood Kiwanis Camp (MHKC), we're on a mission to help empower children and adults with developmental disabilities through equitable access to the outdoors and recreation. Our primary program is Summer Camp, occurring from June to August and serving over 500 individuals with developmental disabilities at our 22-acre campsite in the Mt. Hood National Forest. Campers have varying abilities and needs, with counselors and staff supporting activities of daily living including personal care, mobility, communication, dining, behavior management, socialization, and activity engagement. We offer a variety of accessible and adaptable activities ranging from an adventure course and horses to swimming, biking, and hiking. Summer Camp isn't just fun; it creates profound and transformative experiences, fosters skills development, and builds a strong sense of community.

This experience is not just for our campers, but our dedicated counselors and staff too. At Camp, staff develop and practice a variety of transferable skills including communication, critical thinking, leadership, creativity, collaboration, and professionalism. Joining the Mt. Hood Kiwanis Camp seasonal team is an immersive, challenging, and incredibly rewarding experience. Each day is full of action and engagement, with an abundance of opportunities for personal and professional growth while positively impacting the lives of our campers and each other. Together, we cultivate an environment of experiential learning, play, and teamwork while delivering high-quality care and an enriching camp experience. The work we do requires and promotes empathy, intentionality, self-reflection, a growth mindset, adaptability, and flexibility. At MHKC, we are committed to creating a safe, inclusive, and equitable workplace for all and strive to provide a valuable experience for our staff.

EQUITY STATEMENT:

Mt. Hood Kiwanis Camp (MHKC) honors organizational diversity with regard to race, gender, sexual orientation, gender identity, age, culture, language, and all abilities. This deepens understanding in everyone, making MHKC a more equitable and inclusive organization to the benefit of all. We seek to raise self-awareness of our gaps in equity and inclusion by consciously creating, monitoring, and maintaining diversity among our campers, staff, volunteers, and board of directors.

ANTI-RACISM STATEMENT:

We acknowledge that racism is pervasive and exists. As an anti-racist organization, we vow to purposefully identify, discuss and challenge issues of race and color and the impact(s) they have on our organization, its systems, and its people. We will acknowledge and dismantle any racism that occurs within our organization, whether it be conscious or unconscious. We will also challenge ourselves to understand and correct any inequities we discover and gain a better understanding of ourselves during this continual, purposeful process.

POSITION SUMMARY:

The Horse Program Facilitator at MHKC plans, prepares, and implements the Horse programming, including education, pony-like rides and an obstacle course, and alternative activities such as games and art. This position is also responsible for general horse care and maintaining the stables, corral, equipment, and activity supplies. Knowledge of horses and previous experience is required, while creativity, initiative, enthusiasm, and stamina are essential to a successful program. Program Staff also provide camper care support and plan and lead evening activities such as hikes and skits.

ESSENTIAL FUNCTIONS:

1. Deliver safe, fun, engaging, and inclusive horse programming to campers.
 - a. Plan, prep, and actively facilitate activities, for groups of campers 7-10 in size, 2-4 groups per day:
 - i. Grooming, feeding, painting, walking, and riding horses; and
 - ii. Various activities, games, and arts & crafts such as horse trivia, ring toss, lasso practice, line dancing, photobooth, etc.
 - iii. Model engagement and collaborate with group staff to promote participation and support from counselors.
 - b. Communicate with group staff and Program AD to determine adaptive needs for campers.
 - i. Direct necessary staff & counselors to support; communicate adaptation techniques as needed.
 - c. Collaborate with other horse facilitators to determine roles for each session/day.
 - d. Evaluate the success of Horse programming based on campers' involvement; adjust accordingly.
2. Adhere to all safety procedures and ensure the safety and risk management of campers, counselors, staff, and horses in the Horse Program area.
 - a. Educate staff, counselors, and campers on proper safety around horses.
 - b. Ensure staff, counselors, and campers follow safety regulations, provide redirection as needed.
 - c. Evaluate horse temperament and weather, adjust programming as needed to maintain safety.
 - d. Evaluate the safety of camper riding abilities and adjust adaptations as necessary.
3. Adhere to all maintenance procedures; Manage the physical facilities and equipment in the Horse Program area.
 - a. Collaborate daily with other horse facilitators to maintain the horses, stables, corral, and equipment according to provided schedule.
 - i. Feed horses each morning, afternoon, & evening, and provide fresh water daily.
 - ii. Muck stables and corral at least 2x/day and ensure cleanliness before each group arrives.
 - b. Evaluate horses daily for health needs, behavioral concerns, and tack needs.
 - c. Conduct daily checks of area and equipment for safety, cleanliness, and working conditions.
 - i. Maintain supplies and restock as necessary; Promptly inform the Program AD or Programs Team if repairs or supply orders are needed.
 - d. Maintain inventory logs.
4. Participate in additional Program Staff member duties.
 - a. Assist with the planning and facilitation of evening programming including hikes, skits, and songs.
 - b. Provide support to assigned group at meals and in the evenings for nighttime routines & coverage.
 - i. Support camper care and Activities of Daily Living including personal care, mobility needs, dining supports, communication, and behavior management.
 - ii. Take direction from the Counselor Supervisor, keep group staff informed, and collaborate on needs and concerns.
 - iii. Model engagement, initiative, willingness to learn, teamwork, and positive feedback.
 - c. Attend team and individual meetings.
 - d. Other duties as assigned, including assisting others as needed and cleaning.
 - e. Positively and professionally represent MHKC, understanding the Horse Program Facilitator's role in providing "customer service".
5. Communicate and collaborate with other staff to maintain a healthy, positive, and effective working environment.
 - a. Collaborate with the Program AD to determine individual and program area goals and facilitate growth.
 - i. Engage in self-reflective assessments and coaching sessions.
 - b. Keep the Program AD informed and ask for assistance as needed.
 - c. Engage in problem-solving and conflict resolution as needed.

** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

DESIRED ABILITIES, SKILLS, & EXPERIENCE:

- Experience working with individuals with developmental disabilities preferred.
- Knowledge of various team games and activities, or willingness to learn, and ability to lead them.
- Ability to communicate effectively before groups of people and one-on-one, tailoring instruction and directions based on the needs of the group or individuals.
- Ability to manage a dynamic environment and facilitate engagement.
- Ability to manage time, maintain professionalism, collaborate, accept supervision, and self-reflect.
- Model initiative, creativity, enthusiasm, patience, adaptability, flexibility, dependability, and learning.
- Ability to prioritize the needs of campers, counselors, and Camp while promoting and modeling self-care.
- Ability to observe behavior/situations, assess appropriateness, enforce safety regulations and emergency procedures, and utilize behavior-management techniques as necessary.
- Ability to support campers in their Activities of Daily Living including personal care (toileting, dressing, showering, and feeding) and transfers (assisting with moving someone from one place to another, such as a wheelchair to a bed).

REQUIREMENTS:

- Knowledge of and previous horse experience including caring for horses and understanding and managing behavior.
- Pass a background check per MHKC, American Camp Association (ACA), and Department of Human Services (DHS) guidelines.
- At least 18 years of age by time of employment.
- Current Oregon Food Handler's License or obtain by June 15.
- Current Adult First Aid/CPR/AED Certification from the ACA recognized certifications list or obtain by June 15. Adult & Pediatric Certification required if working Session 1.
- Complete all required training, online and in-person.
- Live on property Sunday-Saturday of first week of session(s), and Monday-Saturday of second week of session(s).
- Refrain from the use of drugs and alcohol, including recreational and medicinal cannabis, while in residence at MHKC.
- Ability to transport self to and from Camp. Carpooling or drop-off is recommended and encouraged.
- Contribute to a positive and healthy Camp culture and environment, committing to caring for the community and property.

WORKING CONDITIONS:

- Working hours can range from 7:00AM-11:00PM with a 1-hour break each day.
- Camp is very active, with individuals moving inconsistently up to 5-10 miles a day. This position requires the ability to walk up and down the horse hill and around the corral (pony rides) multiple times per day.
- Most duties of this position are performed outdoors, and employees may be exposed to variable weather elements and temperatures. Employees may experience bug bites or be exposed to bodily fluids and blood-borne pathogens.
- All buildings and areas at Camp are tobacco/vape-free except for 1 designated area on-site.
- It is not recommended that staff have other commitments while on contract, such as school, remote work, and weddings. Camp is exhausting mentally, emotionally, and physically at times and it is essential that staff utilize their breaks for self-care and to recharge.