Sienna Ranch
3232 Deer Hill Road
Lafayette, CA 94549
www.siennaranch.net
(925) 283-6311

Special Events Instructor
Job Description

Sienna Ranch is a farm and nature program with school year classes and summer day camps serving kids age 4-14 in Lafayette, CA. We pride ourselves on providing a safe, professional environment in which kids can learn, grow and play in nature.

Special Events Instructors will be primarily responsible for leading birthday parties and hosting our open-house Family Days on Sundays. Special Events instructors may also have the option to lead scout trips, occasional private events, and lead school field trips on Mondays depending on interest and availability. See our the Special Events tab on our website for more details on our Special Events offerings.

Birthday Parties: http://www.siennaranch.net/special-events/parties/
Family Days: http://www.siennaranch.net/special-events/family-day/
Field Trips: http://www.siennaranch.net/special-events/fieldtrips/
Scout Trips: http://www.siennaranch.net/scouting-guides-and-outings/

Qualified candidates for this position love working with kids outside, and can excel at leading a wide variety of outdoor activities including archery, farm animal interaction, simple woodshop projects and gardening. All training is included but previous experience is looked upon favorably. Candidates will have excellent character, integrity and adaptability, and are able to work independently, as well as work in a cooperative, team-oriented atmosphere. Enthusiasm, sense of humor, and patience are also necessary attributes, as well as outdoor experience and a passion for connecting children to nature.

Schedule Summary
*Sienna Ranch birthday parties are scheduled on Sundays, between 9am and 6pm, most Sundays between September through May (excluding Sienna Ranch holiday breaks).

*Family Days are from 12pm-4pm. They are held from on 6 Sundays each year, 3 in Spring and 3 in Fall. Spring 2016 dates are: **September 18, October 16, November 13, March 12, April 16, May 14th (Mother's Day).**

*Special events instructors are also eligible to work one-off special events, such scout trips, private events, and school field trips on Mondays. These are scheduled and staffed based on demand and are not a required part of the Special Events Instructor role.

***Mandatory training for this position will be on Saturday September 10th & Sunday September 11th.**

This position reports to the Special Events Coordinator.

Qualifications:

- Strong background working with children age 4-14
- At least 1 year experience working in an outdoor education setting with children
- Comfortable working with children around animals, including chickens, goats, sheep, bunnies and horses
- Experience with gardening, archery, woodworking and horse riding a plus
- Excellent communication skills and interpersonal skills, both with adults and children
- Ability to work well independently, and as part of a team
- A flexible yet professional teaching style, with the ability to improvise
- A solid back pocket of group management strategies suitable for children age 4-14
- Ability to solve problems independently, improvise to work around unexpected problems, and work without supervision
- Ability to adhere to our strict birthday party timeline, whilst remaining relaxed
- Current adult and child First Aid/CPR
- Ability to check email daily for administration communication

Responsibilities:

- Check birthday party picnic area for hazards and cleanliness before guests arrive
- Prepare all materials and activities for birthday party
- Communicate with other weekend staff about use of shared spaces
- Greet customers upon arrival, answer questions and orient them to the Ranch facilities
- Collect liability waivers, lead an introductory circle, introduce Ranch Rules
- Lead Sienna Ranch Birthday Parties and/or Field Trips, according to assigned curriculum making the experience fun and educational for all guests
- Take responsibility for the health, well-being and happiness of party guests while at the Ranch
- Pro-actively communicate with Ranch Administration if any issues arise
- Pro-actively communicate with Special Events Coordinator if supplies are low
- Encourage respect between party guests, and respect for the Ranch animals, equipment and facilities
- Be the face of Sienna Ranch for our weekend guests

Application Instructions

Please send resume, cover letter and brief answers to the following questions to the Business Manager by **July 28th, 2016** at admin@siennaranch.net.

1. How did you hear about Sienna Ranch?
2. How would you respond in the following scenario: You are standing outside the goat pen and need to get the attention of your group of ten guests in order to explain the rules before entering the pen. Describe how you could effectively get the attention of a group if they were
a. age 5-6 years?
b. age 11-14 years?
3. What is at least one question you have for us?