



# Sugar Creek Bible Camp

13141 Sugar Creek Bible Camp Rd. Ferryville, WI 608-734-3113 [www.SugarCreekBibleCamp.org](http://www.SugarCreekBibleCamp.org)

## Horse Wrangler & Hospitality Coordinator

### SUMMARY

The **Horse Wrangler & Hospitality Coordinator** oversees horse activities and assists with facility upkeep at our beautiful 660-acre Bible camp facility. This includes care and training of approximately 20-25 horses and ponies, preparing facilities for guests, assisting with routine maintenance, and teaching horseback riding. This is a full-time, salaried position with benefits. The primary role is providing safe, welcoming facilities and horse activities for Bible camp guests.

### RESPONSIBILITIES

#### Horse Programs

- As lead Wrangler, manage care for the horses and horse program activities
- Teach riding skills to ensure safety and positive experiences for youth & adults
- Supervise summer wranglers (May-August) and occasional volunteers
- Maintain licenses and certifications required by the state and ACA accreditation
- Drive a team of two horses with a small wagon for passengers
- Properly maintain clean, safe horse stables
- Keep accurate logs for horses, tack, and riding activities
- Bring deeper meaning to riding experiences in the philosophy of outdoor ministries

#### Hospitality, Custodial, Maintenance

- Supervised by the Maintenance Director, assist with keeping the camp facilities in good repair: safe, clean, and welcoming
- With the Retreat Host, ensure timely set-up and cleaning between guest groups
- Stock cleaning supplies and keep an eye on cleaning equipment
- Help train our awesome volunteers and seasonal staff to safely use tools
- Conduct building checks under guidance from the Maintenance Director. This may include regular safety checks and minor repairs, snow removal, temperature checks, firewood, etc.
- Assist in certain larger programs and events, and assist volunteer work groups

## **General**

- Commit to being a healthy part of a team, with good communication skills, emotional awareness, and mutual respect and honesty in work relationships
- Occasionally assist in hosting and leading program activities
- Attend events as requested by the Executive Director. This may include travel to professional conferences, onsite events, and continuing education opportunities
- Performance will be evaluated annually. Criminal background checks will be performed initially and bi-annually

## **Other Duties**

While the responsibilities above are primary, all positions at Bible camp require an ability and willingness to do "whatever is needed" to the glory of Jesus Christ, our Savior and Lord, and for the benefit of the Christian mission of the camp. As part of our small, devoted ministry staff team, our duties may sometimes include anything from maintenance, to answering phones, to helping prepare a meal, to assisting with a campfire or worship service, to leading a presentation. Different seasons will bring different daily focus and style of programs, as well as flexible hours and work schedules; each staff member must be adaptable and ready for a variety of tasks.

## **QUALIFICATIONS**

- Commitment to Jesus Christ and the ministry of the Church; respectful of ELCA theology. (Applicants do not need to self-identify as Lutheran.)
- Experience, training, and ability to safely work with horses of diverse backgrounds
- Attention to detail and safety rules, especially around horses, vehicles, and tools
- Able to quickly & safely hike and lead horses over rugged terrain, and lift 50 pounds
- Emotional stability to stay calm and take appropriate action in emergency situations
- Must have a valid driver's license

## **COMPENSATION**

Salary is commensurate with experience, ranging from \$21,000-\$26,000 annually and also includes health benefits and retirement contributions, personal vacation time, 12 additional paid holidays; possibility of housing at our beautiful 600+ acre site with utilities paid for; professional conferences (1-2 per year), onsite boarding for up to two personal horses, occasional meals, trainings, as well as many other benefits.

## **TO APPLY**

Please email your resume and cover letter to [director@SugarCreekBibleCamp.org](mailto:director@SugarCreekBibleCamp.org). Call or email Jesse Klosterboer, Executive Director, with questions or for more info.