



**WYOMING CATHOLIC COLLEGE**  
***SUMMER JOB DESCRIPTION***  
**Assistant – COR Ranch**



**Job Title:** Ranch Assistant

**Location:** Cora, WY (near Pinedale)

**Department:** COR Expeditions

**Compensation:** \$80-100/day plus room & board depending on experience (\$4,000-\$5,000)

**Reports to:** COR Ranch Manager & Head Chef

**Number of Openings:** 4-6

**Work Schedule:** Various ranch sessions from June 1 through mid-August. Typically a week on and then a few days off and then another week on, etc. Schedule varies and evening and weekend work is required.

**Position Summary:** The ranch assistant will help with all ranch operations including food services both cooking and cleaning, lodging services, ranch building and grounds maintenance, daily activities such as canoeing, horseback riding, archery, shooting range, games and other activities, general operations, guest relations, and more. Staff with specific skills may have more focus on certain aspects of the ranch.

**Essential Functions/Primary Job Responsibilities:**

1. Assist the head and assistant chef in preparing and serving meals, doing dishes, and maintaining a safe and clean kitchen and dining hall.
2. Maintain clean and organized ranch facilities throughout the summer and perform specific maintenance or janitorial tasks as needed.
3. Support ranch manager with general ranch activities such as campfires, games, etc.
4. Respond to family needs or requests (cleaning, dietary, etc.) as they arise.
5. May assist with one or more of the following activities: mountain biking, canoeing, fly fishing, or assisting with equestrian activities.
6. Assist in prepping the ranch for guests at the beginning of the summer and cleaning-up the ranch property at the end of the summer.

**Minimum Job Requirements:**

- Desire to welcome families/guests and make them feel oriented and at home.
- Ability to maintain positive personal interactions with guests.
- Previous experience in an outdoor program or summer camp.
- Good interpersonal and communication skills.
- Organization, attention to detail, creativity, and reliability.
- Ability to work collaboratively with others as well as independently.
- Current driver's license and vehicle or clean driving record preferred.

**Special Working Conditions:** The Ranch Assistant is a highly active indoor and outdoor position with a wide variety of tasks and responsibilities. Work may require occasional heavy lifting.

**Level of Supervision Received/Given:**

1. Must be a self-starter in terms of working from a list of tasks without supervision.
2. Able to take initiative to address needs as they arise without specific direction.

**To Apply:** Complete the WCC job application online at [wyomingcatholic.edu/employment-application](http://wyomingcatholic.edu/employment-application) and upload a cover letter and current resume.