



**WYOMING CATHOLIC COLLEGE**  
*2023 SUMMER JOB DESCRIPTION*  
**Assistant – COR Ranch**



**Job Title:** Ranch Assistant

**Location:** Hawkeye Ranch near Cody, Wyoming

**Department:** COR Expeditions

**Compensation:** \$90-115/day plus room & board depending on responsibilities and up to a \$1500 bonus based on job performance.

**Reports to:** Dr. Zimmer and Wilson Flowers (the Hawkeye Ranch Manager)

**Dates:** May 22-August 18

**Number of Openings:** 8-10

**Vacation:** Vacation days must be requested by May 1st and scheduled ahead of time to avoid multiple staff being gone at the same time. Unscheduled vacation during the summer may be requested and may be allowed if possible.

**Work Schedule:** This is not a 9-5, Monday to Friday type job. You will live on the ranch and work when needed. Some weeks have a lot of ranch guests and you will need to work most days while some weeks you may have more time off. While some weeks may include a consistent day or two off, you will need to be flexible with your weekly time off. While the schedule may vary, most weeks will have ranch guests from Sunday afternoon to Saturday morning and then the entire ranch staff needs to work to flip the rooms and everything for the next group. The plan is to have Sunday mornings off each week whenever possible but the 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 and housekeeping, ranch building and grounds maintenance, daily activities such as leading hiking trips, horseback riding, archery, shooting range, games and other activities, general operations, guest relations, and more. Staff with specific skills and experience may have more focused jobs at the ranch and have other responsibilities and compensation. However, every staff member will be asked to help in all aspects and all job responsibilities at the ranch.

**Essential Functions/Primary Job Responsibilities:**

1. Assist the cooks in preparing and serving meals, doing dishes, and maintaining a safe and clean kitchen and dining hall.
2. Housekeeping responsibilities such as laundry, cleaning rooms, flipping rooms in-between guests, and more.
3. Maintain, clean, and organize the ranch facilities throughout the summer and perform specific maintenance or janitorial tasks as needed.
4. Run general ranch activities such as campfires, games, archery, fishing, horse rides, etc.
5. Respond to family needs or requests (cleaning, dietary, etc.) as they arise.
6. Assist in preparing 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:**

- Strong work ethic to get things done and willing to do anything needed.
- 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 or ranch.
- 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.