



City Kids Wilderness Project

Position: Ranch Manager

Location: Jackson, WY

Company Description: City Kids Wilderness Project is a nonprofit organization founded (1996) on the belief that providing enriching life experiences for youth can enhance their lives, the lives of their families, and the greater community. We strive to provide extraordinary wilderness and community-based experiences that will inspire worthy young people of Washington, DC to dream, explore their sense of personal possibility, and ultimately succeed in building a healthy, happy, and productive life. Our goals include that our youth graduate from high school or earn their GED, that they enroll in a postsecondary education program or obtain a job, and that they are involved and connected members of their community. Programs take place throughout the year in and around Washington, D.C. and during the summer at our ranch in Jackson, WY.

Position Summary: The Ranch Manager keeps all aspects of the physical infrastructure, buildings, grounds, swimming pool, and vehicles operational and in safe condition and, where required, compliant with local, state, and federal regulatory agencies. This position oversees new construction, directs outside contractors and vendors, and maintains all equipment at camp and is responsible for managing and maintaining revenue generating operations during the off-camp season. The Ranch manager coordinates with City Kids Staff to facilitate summer programming.

Facility: Located on the banks of the Hoback River 16 miles south of the town of Jackson, WY Broken Arrow Ranch's 64-acre refuge includes: 9 bunk cabins, the main lodge, a caretaker cabin with associated sheds, complete horse facilities, a swimming pool, basketball court, a commercial kitchen and dining hall, and a bath house and laundry facility, all surrounded by 3 million acres of public land.

Key Responsibilities:

Property Management

- *Buildings and grounds:* Maintain appearance of buildings and grounds in a neat and orderly fashion, including timely mowing and trimming, and timely painting/staining as needed.
- *Snow Maintenance* – Plow main camp roads to allow daily and emergency access during winter.
- *Facility Improvement:* Coordinate the development of annual work plan regarding facility improvement projects; Responsible for long-term maintenance and planning.
- *Record Maintenance:* Keep appropriate records of preventative maintenance service on all buildings, equipment, and vehicles. Keep appropriate records and complete documentation of projects, major repairs, outside contractors, and vendors.
- *Swimming Pool:* Operate swimming pool in compliance with Teton County Regulation maintaining safe and sanitary operation of pool, pool house, pool decks, and pool fence and gates.
- *Seasonal Rentals:* With the help of City Kids management, establish rental pricing, advertise available

rentals, and lease to qualified individuals from Sept. 1 through May 31.

- *Event rentals:* Prepare and clean up affected property for event rentals such as weddings and receptions, meetings, etc.
- *Facility subleasing:* Occasionally City Kids will sub lease facilities to a 3rd party during their off season. This will require you to setup, support, and cleanup after rental period.
- All work to be done in-house, except where required by code, or budget allows, to use a licensed contractor.

Vehicles and Equipment

- *Registration:* Maintain tags and registration on all Wyoming based vehicles and trailers.
- *Safety Inspections and maintenance:* Perform vehicle safety inspections upon spring preparation for camp. Perform or schedule necessary maintenance as required throughout the summer.
- *Winter storage:* Properly prepare and store vehicles and trailers during the winter season.
- *Mowers and shop equipment:* Service and maintain mowers and shop power tools as necessary.

Regulatory Compliance

- *Environmental Protection Agency:* Perform and submit spring startup checklist for drinking water and submit to the EPA 1 month prior to serving drinking water at camp. Sample drinking water for total coliform during the months of June, July, August, and September and submit results. Sample for total nitrates once during the summer and submit results.
- *Wyoming Department of Environmental Quality:* Maintain logs of water flows into each septic system monthly. Maintain logs of each septic tank sludge depth twice per year. Have tanks pumped if necessary, but at minimum once every 5 years. Sample water from monitoring well once yearly and submit water quality results to WYDEQ.
- *Teton County Department of Environmental Quality:* Obtain Swimming Pool Operator certification as required by Teton County. Sample pool water once per month during seasonal usage and submit sample to Teton County water lab. Accompany health inspector during seasonal inspection of swimming pool and kitchen as needed.

Physical Systems

- *Culinary water:* Maintain water system (mix of galvanized, plastic, copper, and PEX piping) from the well to the tap.
- *Electrical:* Maintain electrical wiring and heating systems from breaker box to point of use. Monitor monthly utility bills and investigate unreasonable costs.
- *Septic:* Maintain septic system integrity through tank inspection at times of pumping and repairs to baffles as needed. **Note leach field performance at this time.*
- *Sprinkler systems:* Monitor adjust and repair in-ground sprinkler systems as needed throughout the summer season. Winterize each system in the Fall.
- *Commercial Kitchen:* Maintain walk-in refrigerator compressor, exhaust hood, grease trap, and fire suppression system in commercial kitchen.
- *Smoke detectors:* Inspect and replace all smoke detectors annually and as necessary.

Administration

- *Annual Budget:* Responsible for supporting creation of annual Ranch budget with Deputy and Executive Director.
- *Participate in weekly "All staff" meeting and check-in phone calls with Supervisor, etc.*
- *Accounting & Compliance:* Support on-going administrative functions, including timely submission of time record and expenses and expense reporting, as well as regulatory compliance reporting.

Summer Programming

- Work in coordination with the Site Director to prepare for summer facilities needs or upgrades throughout the year.
- Coordinate commercial spring cleaning of rental properties in preparation for the summer season.
- Be available to respond to daily facility needs and concerns during the summer program, including fixing broken systems, small repairs, vehicle maintenance, etc.
- Work in coordination with Site Director to pack up and close the camp at the end of the season.
- Support the Wrangler in managing the horse program facilities and horse needs.
- Support any camp needs during a crisis, emergency, or unusually busy time at camp.
- Occasionally drive for the program, including airport pick-ups/drop-offs, errands, and programs.
- Lead projects with campers on special request from the Camp Director.
- Support camp staff in overall staff & youth management as a positive adult mentor.
- Participate in "all staff" training as requested and community events (campfires, staff events).

Risk Management

- Identify and eliminate facility-related risks that could cause accidents or loss.
- Responsible for responding appropriately and expeditiously to facility emergencies
- General knowledge and awareness of the risks associated with living and operating in a remote wild ecosystem such as winter weather, fire weather, wolf, bear, and mountain lion encroachment, etc.

Qualifications:

- A personal commitment to and deep understanding of City Kids' mission and demonstrated skills in cultural competence and a commitment to social justice.
- Broad knowledge in all areas of above key responsibilities.
- Demonstrated capacity to work independently without close oversight, while also operating as a team player in a flexible, creative, and evolving environment.
- Hard working, enjoys problem solving, self-motivated, organized, and has high work standards.
- Experience and competency in construction, carpentry, electrical, plumbing, landscaping, septic systems.
- Ability to safely use power equipment and hand tools.
- Ability to drive cars, trucks, and hand tools. Good driving ability.
- Ability to plan, cost, document, and complete significant projects.
- Pool Operator Certification

Salary & Benefits:

Salary is competitive for the role with similarly sized nonprofits in the city. Benefits include medical, dental, and vision plan with 100% employer contribution, 10 paid holidays, and 20 days paid time off.

To Apply: Please submit a cover letter stating your interest in City Kids and fit with the position, along with your resume to Sarah Cryder at sarah@citykidsdc.org. Include "Ranch Manager Position" in the subject line.

The above statements are intended to describe the general nature and level of work to be performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties as necessary. City Kids Wilderness Project is an equal opportunity employer.