

## The Colorado Mountain Ranch

10063 Gold Hill Road -- Boulder, CO 80302

Phone: 303-442-4557 Email: [Office@ColoradoMountainRanch.com](mailto:Office@ColoradoMountainRanch.com)

Website: [www.coloradomountainranch.com](http://www.coloradomountainranch.com) Fax: 303-417-9114

### **The 2010 summer at The Colorado Mountain Ranch blends camp tradition with a proactive future.**

We offer ten weeks of children's programs, June 7 – August 13. From May through September there will be construction projects, updating the log Lodge, building high ropes course elements, and remodeling of our swimming pool (which will be closed this season). Throughout this time, we will also be attending to every detail for mountain wedding ceremonies and receptions, other mountain events and parties, group horseback rides, and facilitating groups on the ropes course and mountainboarding course. It will be a busy and diverse summer!

**Our Newest Program is the *Water! Focus Camp*.** For all ages of campers from 7-15. Each day will include a half-day outing to Water. Our lifeguards and swimming instructors will coach *Water! Focus Campers* for a half day each day as they practice swim strokes, style, strength and safety at local Boulder swimming pools or at nearby lakes and streams. One day each week will be Boating Day where Campers will canoe, lake kayak, and sail.

The *Earth!* program features experiences in sustainable living, such as daily recycling, using alternative power such as wind and solar energy systems, experimenting with small-scale agricultural such as organic gardening and use of cold frames, construction using renewable resources, and exploring the benefits of various methods of transportation.. *Frolf!* features lots and lots of Frisbee golf.

**Our staff is instrumental** in creating and implementing every aspect of Ranch programs, activities, construction projects, food service, facility use and maintenance. We are looking for a few high-spirited, multi-talented and skilled people to join our team and help with all aspects of the overall operations of The Ranch.

**Dates and Benefits.** Staff applicants must be at least 18 and able to commit to reside and work at The Ranch for the minimum time of June 1 to August 15, which includes training week and the weeks of our children's programs. Wranglers arrive May 31; Bus Driver Trainees arrive May 26. Arrival dates are non-negotiable. Applicants will be considered for times contiguous with these dates, from May 18 through October 3, 2010. We work 6 days and 3-4 evenings each week. Salaries range from \$150 to \$250 per week plus room and board. There is no allowance for transportation. Staff members live at The Ranch in separate male and female bunkhouse-style dormitory cabins. In addition to salary and room and board, staff receive laundry service, leadership training, future personnel references, and the opportunity to make good friends and to be a creator and contributor in a cooperative, active, outdoor mountain community.

**Qualities** we look for in our staff include a positive attitude, enthusiasm, good judgment and reliability. Flexibility and adaptability to changing priorities are necessary. Our staff must be personable, highly energetic, safety-minded, honest, sincere and willing to work hard for rewards beyond financial gain. Staff must stay physically and mentally active and alert. We embrace a Native American philosophy of respect for self, others, nature and stewardship of the Earth. Everyone helps with daily support crews, general maintenance, construction and other work projects. Our clientele expect confident personal presentation and a neat and clean appearance.

**Be ready to commit** to making The Ranch successful in providing a rewarding mountain experience for yourself and others.

## **Job Descriptions**

**Children's Activity Instructors** -- Teach instructional progressions in relation to each child's ability and development in the following areas: Western Horseback Riding (Wrangler); Mountainboarding; Arts and Crafts; Archery; Swimming (Lifeguard, WSI); Boating (canoeing, lake kayaking, sailing), Ropes Course (Initiatives, Team-building and Challenges); Gymnastics and Trampoline; Frolf, Outdoor Living Skills, Camping, Hiking, Tracking, Native American Indian Lore, Sustainability, Teen Leadership.

**Wranglers** – Teach Western riding, bridling, saddling, horse and animal care, breeds and colors; lead instructional and trail rides and games on horses; feed and care for all animals and keep corrals, barn and tack clean and serviceable.

**Children's Group Counselors** -- Lead and guide groups and assist with programs.

**Office** – Public and staff relations, accounting, telephone and computer.

**Drivers** – Transport clientele in vans and busses.

**Kitchen Manager and Head Chef** – Serves regular well-balanced meals to staff and gourmet meals for wedding receptions. Also: plans menus, orders supplies, manages other kitchen and dining room workers.

**Kitchen Assistants** – Help with cooking, food prep, buffet management, table setting, serving, dish and pan washing, overall clean-up and maintenance of the dining room, kitchen and food storage areas.

**Maintenance** – General upkeep of all systems -- mechanical, electrical, automotive, plumbing and repair. Loading, hauling, landscaping, set-up and cleanup.

**Construction** – Carpentry, sheetrock, doors, windows, roofing, welding.

## **To Apply....**

**If you are interested in joining our great group of workers for the summer, please download and print:**

- 1) **Staff Application** and
- 2) **Reference Form**
- 3) Complete and return the Application to us by fax, US Mail, or scan and email.
- 4) Contact those who are familiar with your work with children, other work abilities and character. Ask them (we need at least two references) to call us, email us, and/or download, print, complete and return the reference forms by fax, US mail or email.
- 5) Please call us for a telephone interview and to check on the status of your application.

**2010 STAFF APPLICATION The Colorado Mountain Ranch** -- 10063 Gold Hill Road -- Boulder, CO 80302

**\*Please send a recent photo!**

Your Facebook: \_\_\_\_\_

Other Web addresses: \_\_\_\_\_

Today's Date: \_\_\_\_\_

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Fax: 303-417-9114

Email: [Office@ColoradoMountainRanch.com](mailto:Office@ColoradoMountainRanch.com)

Website: [www.coloradomountainranch.com](http://www.coloradomountainranch.com)

Exact dates available: \_\_\_\_\_ SS Number \_\_\_\_\_ [We communicate by email and phone]

Name \_\_\_\_\_ Phone (H) \_\_\_\_\_ Phone (C) \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Until what date \_\_\_\_\_ Email \_\_\_\_\_ How often checked? \_\_\_\_\_

Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Current Work \_\_\_\_\_ Duties \_\_\_\_\_ Current School \_\_\_\_\_ Focus: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_ Marital Status \_\_\_\_\_ **Emergency contact:** Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**School or College**, most recent first      **Major Subjects**      **Dates**      **Year: Diploma or Degree/describe**

\_\_\_\_\_  
\_\_\_\_\_

**Relevant Experience and Character References**, most recent first:

Supervisor: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Your Position & Dates \_\_\_\_\_

**Single check (✓) areas in which you are competent. Double check (✓✓) those that you can assist.**

**Corral**

\_\_\_ Western Riding Instruction

\_\_\_ Horse Care

\_\_\_ Small Farm Animals

**Music**

\_\_\_ Lead Singing

\_\_\_ Guitar

\_\_\_ Instruments /specify: \_\_\_\_\_

\_\_\_ Dance /specify: \_\_\_\_\_

**Activities**

\_\_\_ Mountainboarding

\_\_\_ American Indian Lore, Games, Crafts, Culture, Music

\_\_\_ Swimming

\_\_\_ Boating/specify: \_\_\_\_\_

\_\_\_ Arts & Crafts /specify: \_\_\_\_\_

**Food Service**

\_\_\_ Baker

\_\_\_ Head Cook/Kitchen Mgr.

\_\_\_ Kitchen General Helper

\_\_\_ Prep Cook

\_\_\_ Dishwasher

**Nature and Sustainability**

\_\_\_ Natural Awareness

\_\_\_ Birds & Animals

\_\_\_ Geology

\_\_\_ Nature Games

\_\_\_ Outdoor Living Skills

\_\_\_ Camping

\_\_\_ Hiking

\_\_\_ Tracking

\_\_\_ Sustainable Systems:

\_\_\_ Recycling \_\_\_ Solar \_\_\_ Wind \_\_\_ Agriculture

**Sports**

\_\_\_ Archery

\_\_\_ Trampoline

\_\_\_ Gymnastics

\_\_\_ High Ropes Course

\_\_\_ Low Ropes Course

\_\_\_ Frisbee Games

**Repairs**

\_\_\_ General Maintenance

\_\_\_ Construction

\_\_\_ Plumbing

\_\_\_ Auto Mechanics

\_\_\_ Electrical

\_\_\_ Languages spoken /specify: \_\_\_\_\_

\_\_\_ Construction \_\_\_ Transportation

**Driving (yes, no, #'s)**

\_\_\_ Manual Transmission

\_\_\_ Automatic Transmission

\_\_\_ Years Exp. Car

\_\_\_ Years Exp. Van

\_\_\_ Years Exp. Bus

\_\_\_ Mountain Experience

**Please number in order of preference (1-12) all those you would consider:**

\_\_\_ Activity Instructor /specify: \_\_\_\_\_ \_\_\_ Wrangler (horses) \_\_\_ Mountainboarding Instructor

\_\_\_ Challenge Ropes Course \_\_\_ Children's Counselor/Preferred Ages \_\_\_\_\_ \_\_\_ Van Driver \_\_\_ Bus Driver

\_\_\_ Office Staff \_\_\_ Head Cook/Kitchen Manager \_\_\_ Kitchen Staff \_\_\_ Maintenance \_\_\_ Construction

# The Colorado Mountain Ranch Staff Application: Page 2

**Do You Have Current Written Documentation for:**

Lifeguard Training \_\_\_\_\_ Exp. Date \_\_\_\_\_ ; WSI \_\_\_\_\_ Exp. Date \_\_\_\_\_  
First Aid Certification Type \_\_\_\_\_ Exp. Date \_\_\_\_\_ CPR \_\_\_ Adult \_\_\_ Infant \_\_\_ Exp. Date \_\_\_\_\_  
Driver's License: Type \_\_\_\_\_ State \_\_\_\_\_ Number \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Describe your Driving Record \_\_\_\_\_  
Experience with Special Needs Populations \_\_\_\_\_ Describe \_\_\_\_\_  
Which of the above will you have by summer? \_\_\_\_\_

All positions require that you engage 100% mentally and physically, be mobile over a variety of terrains and have varying lifting requirements. Do you have any limitations that would prevent you from performing the duties required of the positions you checked. \_\_\_ No \_\_\_ Yes (explain) \_\_\_\_\_

Have you ever been convicted of child abuse or neglect? \_\_\_ Yes \_\_\_ No  
Have you ever been convicted of a felony? \_\_\_ Yes \_\_\_ No  
Have you ever been convicted of unlawful sexual offense? \_\_\_ Yes \_\_\_ No  
Have you ever been convicted on a drunk driving offense? \_\_\_ Yes \_\_\_ No

If you checked yes on any of the above three questions, please explain on a separate sheet. This will not necessarily disqualify you from the job you are applying for. We do check Colorado and Federal Bureau of Investigation records.

How did you hear about The Colorado Mountain Ranch \_\_\_\_\_  
Have you ever been a camper, CIT, or camp staff? \_\_\_ Which? \_\_\_\_\_ Where? \_\_\_\_\_  
If at The Colorado Mountain Ranch, when? \_\_\_\_\_

**Tell us briefly about yourself in relation to this application:**

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(Use a separate sheet if desired)

**PLEASE NOTE:** It must be understood and agreed that there shall be no use of any controlled substance while you are a staff member at The Colorado Mountain Ranch. Absolutely NO alcoholic beverages may be brought onto Ranch property and no one is ever to be in camp under the influence. We cannot allow pets or overnight guests.

Staff members help with all aspects of Ranch operations, programs and projects. Children are at The Ranch for ten weeks. Ranch staff also serves weddings, corporate events, family retreats and ropes course seminars. There are many ongoing upkeep projects throughout the summer. The work with children, adults and projects can be very demanding for long hours. You will be asked to make a professional presentation at all times. Is there anything that would affect your compliance with The Colorado Mountain Ranch needs and policies? \_\_\_ No \_\_\_ Yes. If yes, please explain: \_\_\_\_\_

**I authorize CMR to conduct a CBI/FBI criminal record check. I release my references from liability. This faxed or emailed document may serve as an original. I verify that everything on this application and all accompanying paperwork are true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**CONFIDENTIAL STAFF REFERENCE**

Reference's Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Has Applied For: \_\_\_\_\_

Personal qualifications for all staff include an understanding of the needs and interests of people of all ages, good work ethic, love of the out-of-doors, maturity, resourcefulness, good character and ability to work well with others as a team.

Your personal evaluation of the applicant will help us choose a dedicated and capable staff. A "Release from Liability" that covers any information you share in this reference has been signed by the applicant and is on file. You may request a copy of this release from our office. All of your remarks will be kept in strict confidence. We must receive your reference to further consider this applicant.

**Please Phone us and/or, Email, Fax or US mail us as soon as possible.**

How long have you known applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

What were applicant's responsibilities? \_\_\_\_\_

How was applicant's performance? \_\_\_\_\_

Is applicant eligible for return/rehire? \_\_\_\_\_ If no, please explain \_\_\_\_\_

How do you think applicant would do as ranch/camp staff? \_\_\_\_\_

Would you feel comfortable having your own child stay overnight with applicant? \_\_\_\_\_

Comments: \_\_\_\_\_

**\*\* Documentation of experience working with or caring for children \*\***

Please use the back of the page or a separate page if you need more space for any of your answers

This applicant has spent \_\_\_\_\_ (hours), from \_\_\_\_\_ (dates)

At \_\_\_\_\_ (name of organization)

caring for children in the following capacity: \_\_\_\_\_

\_\_\_\_\_

Specific experience with horses: \_\_\_\_\_

Has applicant worked with children full-time for the equivalent of 3 months or more? \_\_\_\_\_

\*\*Please attach copies of all of the applicant's credentials or documentations of training or experience that may be in your files.

Print your business name, address, phone, and email \_\_\_\_\_

\_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_