

4-H Camp Director
A & P Position

Qualifications:

An earned high school education or equivalent is required. Written and oral communication skills, organizational skills, community networking, and dynamic interpersonal leadership skills are required. Must possess self-initiative and ability to complete tasks with minimal supervision. Must be able to use a computer, have a flexible work schedule, and provide own transportation. Must also be able to independently lift and transport equipment and educational materials to and from program sites as part of program preparation and presentation. Preference given to candidates with basic knowledge of 4-H, youth development, and experience with youth camping programs.

To be adjusted for each county, dependent on when camp is scheduled:

Varied hours beginning in April-May for Counselor training, and running through August directing the 4-H camps. This is a temporary appointment funded by county dollars.

Responsibilities:

- Recruit, select, and train 45 – 55 teen volunteers to serve as Camp Counselors.
- Recruit qualified adult volunteers to assist with Counselor Training and to serve as Adult Staff at the 4-H Camps.
- Develop and teach the course of training for 4-H teen volunteers who serve as Camp Counselors (24 hours of training expected).
- Make all necessary arrangements with the camp facility prior to camps regarding arrival time, departure time, ordering food service and supplies, facilities to be used, and fees.
- Supervise the ordering of educational supplies for crafts, classes, environmental education, and recreational classes to make sure all necessary supplies are available in a timely fashion. Also oversee that all bills are paid in a timely fashion.
- Recruit and supervise volunteer instructors to teach morning classes at camps.
- Supervise housing and class assignments of campers and counselors.
- During Camp, assist counselors to fulfill their leadership functions effectively; conduct daily counselor evaluation meetings to insure effective communication of program changes with all counselors, concerns that have arisen, and to direct the counselors in appropriate problem solving and conflict resolution to counselors.
- Coordinate all program efforts and all facility concerns with appropriate Extension professional/s in the county.

The Ohio State University is an equal opportunity/affirmative action employer. Qualified women, minorities, Vietnam-era veterans, disabled veterans, and individuals with disabilities are encouraged to apply.

Duties:

30%- Recruit and train 45 – 55 youth to serve as Camp Counselors at the _____ 4-H Camps of _____ County. Develop course of training for the camp counselors (24 hours expected).

10%- Recruit and train adults to serve as staff (overnight staff, class instructors, and special program instructors) at the _____ 4-H Camps of _____ County.

10%- Make all necessary arrangements with the camp facility prior to camps regarding arrival time, departure time, ordering food service and supplies, facilities to be used, and fees. Supervise the ordering of educational supplies for crafts, classes, environmental education, and recreational classes to make sure all necessary supplies are available in a timely fashion.

50%- Coordinate and implement the _____ 4-H Camps (serving about _____ youth) of _____ County. Supervise housing and class assignments of campers and counselors. During Camp, assist counselors to fulfill their leadership functions effectively. Conduct daily counselor evaluation meetings to insure effective communication of program changes with all counselors, concerns that have arisen, and to direct the counselors in appropriate problem solving and conflict resolution. Provide daily supervision for the safety and care of 50 – 130 campers.

Fuction Statement:

To assist the efforts of OSU Extension 4-H Youth Development in _____ County by providing total educational and program leadership for the _____ 4-H camps conducted during the summer at _____ 4-H Camp.

Summary of Duties:

Recruit and train 4-H teens to serve as Camp Counselors; plan, coordinate, and conduct _____ camp programs that will involve 50 – 130 campers per camp; coordinate all arrangements with the camp facility including ordering of food and supplies, and payment of bills; coordinate all program efforts and all facility concerns with appropriate Extension professional/s in the county.

Name of Supervisor & Title:

