

Job Title: County 4-H Assistant Camp Director

Reports to: WVU Extension Faculty Member serving as Camp Director

Supervising Professional: Camp Director

Qualifications:

- A WVU Extension Faculty or Staff Member trained in camp management and protocol.
 - ♦ WVUES camping policies and procedures
 - ♦ WVUES Above Suspicion guidelines
- Ability to live at camp during the camp event and physically access all areas of camp
 - Some physical requirements of a program position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.
- Commitment to the WVUES 4-H youth development mission and vision.

General Description:

The Assistant Director assists the Director staff in providing quality summer programs that are safe, fun, and encourage kids to grow and learn in a supportive environment. The Assistant Director will support the Camp Director's leadership role in camp and will assist with camp leadership by organizing, leading camp activities, and by providing administrative office support.

The Assistant Director must be able to work with a wide variety of people and possess strong leadership and problem-solving skills. The successful Assistant Director will be an enthusiastic person who wants to spend a week working in a rustic outdoor camp setting while supervising children and staff. The Assistant Director must be committed to the 4-H mission, be an advocate for the four core values of making friends, being healthy, learning, and having fun. The Assistant Director will also advocate for the enhancement of developmental assets in children. As part of the camp leadership team, the Assistant Director should be prepared to take a leadership role in camp. This may include working with campers and staff members to resolve personal conflicts, accepting private or public praise and/or criticism from other staff in an appropriate and professional manner, supporting the Camp Director in decisions relating to camp management, and leading by example. All staff are expected to act as positive role models to staff and participants by demonstrating Caring, Honesty, Respect and Responsibility in all their interactions.

Position Purpose: To serve on the camp administrative team and provide assistance to the camp director as needed. Will work with other members of the administrative team to ensure camp is conducted in a safe, fun and educational environment.

Specific Responsibilities:

1. Assist in the training and supervision of all camp staff. This includes the coordination and leading of staff orientation and in-services, systematically supervising all staff and providing opportunities for corrective feedback during the camp. Work with the camp director to ensure all training requirements are met by all staff members.
2. Assist the camp director with ensuring all camp staff members are properly vetted through the WVU Extension volunteer process.
3. Coordinate, schedule and supervise program and schedules.
4. Supervise program delivery of activities at camp, including but not limited to assisting with the development of new and innovative programs and maintaining existing operations at the highest quality.
5. Develop and present program activities when needed.
6. Maintain all camp functions within the standard set by WVU Extension Service.
7. Address all camper issues in a professional and efficient manner.
8. Serve as part of the camp administrative team.
 - ♦ Maintain open communication with administrative team and Camp Director.
 - ♦ Ensure all camp documents are in order and ready for review.
9. Represent WVUES 4-H enthusiastically and appropriately at all times and attend required training and planning functions as needed and requested.
10. Any other duties as deemed necessary and appropriate by the Camp Director and West Virginia University Extension Service.

Relationships:

The Assistant camp director has direct relationships with the camp staff and in conjunction with the camp director provide supervision and support to the volunteer camp staff who also have program activity responsibility.

Equipment Used:

Identify the specific equipment and facilities at the camp, which may be the responsibility of this position.

Other Job Duties: As assigned by camp director

Essential Job Functions:

1. Coordinates and leads staff orientation and in-services as directed by the camp director
2. Helps supervise camp staff including deans.
3. Assists with vetting of volunteers. Helps to ensure all proper paperwork required is in place.
4. Working with camp director helps to coordinate, schedule and supervise camp program.

Essential Duties and Responsibilities:

- Under direction of the camp director assists with staff supervision to ensure that camp policies and procedures are followed.
- Ensures that camp is a 'safe place through the following:
 - All volunteers are vetted with paperwork on file
 - Establishes a zero tolerance policy for bullying, hazing, pranks etc..
 - Deans and other administrative staff are properly trained
 - All staff are trained with well-defined responsibilities
 - A well planned and organized schedule of activities
- Provides a listing of all campers and staff to deans

Competencies:

- **Leadership:** Exhibits confidence in self and others; inspires, motivates others to perform to their best abilities; accepts feedback from others.
- **Organizational support:** Follows 4-H camp policies and procedures, completes administrative tasks as directed on time. Supports 4-H goals and values. Supports affirmative action and diversity. Ensure 'Children on Campus' policy is followed and adhered to.
- **Managing people:** Ensure staff are properly trained Communicates both verbally, and non-verbally utilizing methods all staff can understand; Is available for both staff and campers.
- **Problem solving:** Serves as a mediator with staff members. Helps to alleviate problems and works well with in difficult situations.
- **Teamwork:** Serves as a member of the administrative team. Works with the team to ensure that camp goals are met and that a safe, educational environment is provided.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment, supports and explains reasons for decisions, includes appropriate people in decision making process, makes timely decisions.
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Time Requirements:

30-40 hours preparing for training, staff trainings. 60-70 hours during camp week.

Location:

Supervisory Responsibilities: Supervises training and development of staff; supervises implementation of camp program; Provides assistance to camp director in managing staff,

Knowledge, Skills and Abilities:

- Outstanding organizational skills
- Interpersonal communication skills
- Ability to utilize MS Word products including WORD, EXCEL, PUBLISHER, and POWERPOINT
- Ability to communicate utilizing technology
- Proficient in both spoken word and writing
- Problem solving in varied situations

Physical Aspects of Position: Ability to listen to others, be observant of other's actions, read text and information, comprehend instructions and manuals. Physical ability to move around the camp property in various environmental conditions. Ability to lift supplies.

By virtue of my signature, I agree to fulfill the duties as disclosed in this job description. I understand if I cannot fulfill these duties, I must advise the WVU Extension professional in charge so that the duties as assigned can be place with another individual.

Printed Name: _____

Signature: _____ Date: _____

Signature of Extension Professional: _____ Date: _____