

Job Title: Assistant Dean of Women

Reports to: WVUES Faculty member in charge of camp

Supervising Professional: Camp Administrative team

Qualifications:

- To perform this job successfully, an individual must be patient, kind, tolerant, and above all do what is in the best interest of the camper, staff member, and 4-H.
- Must have served on camp staff for at least 5 years.
- Must be a fully vetted West Virginia 4-H Youth Volunteer.
- Must have attended and completed required staff training.

General Description: Assist Dean of Women with duties as requested. Creates a comfortable, supportive, 4-H camping environment for female campers and staff that are conducive to learning and for positive personal growth.

Position Purpose: To provide assistance to the Dean of Women as she provides leadership to the females in the camp.

Specific Responsibilities:

- Serve as a cabin counselor
- Serve as backup for the Dean of Women if requested
- Serve as medical transportation liaison ensuring that someone is always in place for medical transport if needed
- Cabin and class checks during morning, afternoon and evening to ensure all youth are accounted for.
- Serves as a witness and documents any accidents, incidents or disciplinary action that a complete report can be filed with the Camp Director
- May be asked to serve as designated female to work with camp nurse, if camp nurse is a male.

Relationships: Works directly with camp administrative team and serves as a liaison between camp counselors and camp administrators. Works closely with medical staff.

Equipment Used: Must be proficient with technology and MSWord; Any equipment required to teach classes or provide a safe, fun educational camp for youth served.

Other Job Duties: As assigned by camp director or Dean of Women

Essential Job Functions: Assists Dean of Women to coordinate male campers and staff by performing the duties assigned. Creates a comfortable, supportive 4-H camp environment for male campers and staff that are conducive to learning and positive personal growth.

Essential Duties and Responsibilities:

- Serve as the backup for the Dean of Women if requested
- Serve as a cabin counselor in assigned housing.
- In charge of ensuring individuals are in place for medical transportation of campers.

- Performs morning, afternoon and evening cabin checks. (These are usually done after meals).
- Checks with class instructors during sessions to ensure that all youth are in the class for which they registered.
- Available to serve as a witness and documents any accidents, incidents or disciplinary action so that a complete report can be filed with the Camp Director.
- Assist dean as needed and requested with other duties.
- Attend and participate in all training required.
- Other duties may be assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- **Interpersonal Skills:** Focuses on solving conflict, not blaming, maintains confidentiality, listens to others without interrupting, keeps emotions under control, remains open to others ideas and willingness to tried new things.
- **Teamwork:** Exhibits objectivity and openness to views of others, gives and welcomes feedback, contributes to building a positive camp team spirit, able to build morale and group commitments to 4-H camp goals and objectives, supports everyone's efforts to succeed.
- **Managing People:** Makes self available to staff and campers, provides positive performance feedback.
- **Organizational Support:** Follows 4-H Camp policies and procedures, completes administrative tasks as directed and on time, supports 4-H goals and values, supports affirmative action and respects diversity.
- **Judgment:** Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making processes, makes timely decisions.
- **Initiative:** Volunteers readily, takes independent actions and calculated risks, looks for and takes advantage of opportunities To Make the Best Better, asks for and offers help when needed.

Time Requirements: Time spent in mandated training; 40 hours for a weekend camp, 50-70 or more hours for a week camp.

Location:

Supervisory Responsibilities: Supervise cabin to which assigned; If acting in role of dean, will supervise female staff.

Knowledge, Skills and Abilities:

- Knowledge and practice of WVUES 4-H camp policies and procedures including Title 49, "Children on Campus"
- Ability to work with a diverse population.
- Ability to work as a team player.
- Ability to supervise a cabin of girls at least 5 years younger.
- Ability to utilize technology to communicate and update records and reports

Physical Aspects of Position: Must be physically, emotionally and mentally ready to serve as camp staff. Position requires traveling throughout the camp site in various environmental conditions.

Compensation: Training to serve in position. Housing and meals provided.

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 placed with another individual.

Printed Name: _____

Signature: _____ Date: _____

Signature of Extension Professional: _____ Date: _____