

Job Title: WV 4-H Camp Director

Reports to: WVU Extension Supervisor

Supervising Professional: WVU Unit Director of Faculty Member

Qualifications: WVU Extension Qualifications as a faculty member. Additional experience with programming and administering programs that reflect the camp's population is desirable. Legal responsibilities including all personnel decisions, camper issues, and other camp related information will be the responsibility of the camp director.

General Description: Directs and coordinates camping experience on county, regional or state level.

Position Purpose: To further the mission of camp and youth development through the creation and management of camp programs through human resource, financial, marketing, and strategic operations.

Specific Responsibilities:

- Provide leadership and supervision for WVUES camping experience
- Foster a safe, fun educational experience for youth served
- Ensure that all required documents are on file for campers and staff including:
 - Registration forms, health forms, transportation forms
 - Code of Conduct, Children on Campus certification
- Serve as legal representative in charge of camp activity

Relationships: Maintain relationships with local, regional, and national professional or related organizations and businesses. Culture relationships with local business, organization and agencies which cooperate with the camp experience.

Equipment Used: Technology including computer, or tablet; office machines including: phone, fax, copier. Materials and supplies needed to implement camp programs—could include craft supplies, cooking supplies and motorized vehicles.

Essential Job Functions:

1. Design, deliver, and evaluate camp program that meets the needs and interests of the camps target populations in the county and/or state and ensure their delivery in a safe and quality manner.
 - Remain current with information on the developmental needs of youth.
 - Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff. Implement evaluation procedures.
 - Develop and implement crisis and risk management procedures.
 - Design and ensure delivery of programs and activities appropriate to the camper population.
 - Complete necessary paperwork and reporting as requested by WVU Camping program. Including but not limited to: Risk management plans, incident/accident reports, and camp evaluations and surveys.



2. Oversee the financial management and fund development operations to allow for adequate annual funding and to meet goals.
 - Develop and monitor budget for the camp operations.
 - Develop and design long-term fund raising strategies for the camp program and facilities.
3. Design and implement a marketing plan to increase camper attendance and camp usage.
 - Prepare and analyze enrollment trends.
 - Develop and implement recruitment and retention strategies for present and new campers. Consider diversity and underserved audiences.
4. Implement staff and volunteer management practices to recruit and retain seasonal staff.
 - Recruit staff/volunteers based on camper enrollment and program volunteer management requirements of West Virginia University 4-H program.
 - Hire, supervise, and evaluate staff following WVU guidelines.
 - Submit all volunteer applications and background check information to Volunteer Specialist and WVU Extension HR, track and document Title 9 and Children on Campus certification.
 - Train staff/volunteers in the curricula of the WVU camping program
5. Manage property development and maintenance needs, if applies to camp situation, to ensure stewardship of current resources and future needs.
 - Conduct annual assessment of property and maintenance needs.
 - Prepare annual and long-term property plan in cooperation with governing board, if applies.
6. Oversee the daily operation of the summer resident camp including food service, program, business, camper and staff and volunteer supervision, and health care.
 - Oversee the management of the food service area through supervision of Food Service Manager and review of food service program, if applies.
 - Secure sufficient coverage in health care staff and their implementation of the health care plan and oversee outcomes.
 - Develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, etc. in cooperation with volunteers (if in county) and following WVU best practices of financial management.
 - Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.

Other Job Duties: Remain educated in the broader vision of camping and youth development with in service and educational opportunities.

Essential Duties and Responsibilities: Oversee the daily operation of summer resident camp including food service, program, business, camper and staff supervision and health care.

- Supervise food service manager and review of food service program
- Secure sufficient coverage in health care staff and their implementation of the health care plan.
- Ensure the safety of campers and the facility by training and ensuring understanding of the camp risk management plan.



Competencies: Demonstrated skills, knowledge and ability to provide leadership and supervision for a WVUES camping event.

- Human resource management skills
 - Problem solving skills
 - Decision making
- Budgetary knowledge and management
- Excellent verbal and non-verbal communication skills
- Record keeping

Time Requirements: 150 hours in planning, training and implementing camp

Location:

Supervisory Responsibilities: Supervises all camp staff and youth with assistant from administrative team,

Knowledge Skills and Abilities:

- Administrative experience and knowledge of camping program
- Experience with programming and administering programs that reflect the camp's population.
- Working knowledge of WVUES policies and procedures in camping
- Ability to supervise large groups of individuals
- Ability to work in a camp setting with a diverse audience

Physical Aspects of Position: This position would require the ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.

By virtue of your signature, have agreed to the conditions listed on this job description. If you feel you cannot adhere to this agreement, please remove yourself from this commitment NOW to avoid being dismissed at a later time.

Printed Name: _____

Signature: _____ Date: _____

Supervisor Signature: _____