

**Job Title:** Dean of Women

**Reports to:** WVUES Faculty member in charge of camp

**Supervising Professional:** WVU Extension Faculty member serving as camp director

**Qualifications:**

- 5-7 Years of 4-H Camping experience and/or ability to supervise and guide personal growth in positive youth development in a 4-H camp setting.
- 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 be experienced in camp management and WVU Extension camping protocols
- Must be a fully vetted West Virginia 4-H Youth Volunteer.

**General Description:** Directs and coordinates the female campers and staff by performing the following duties personally or through assistants of other staff members. 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:** Creates a comfortable, supportive, 4-H camping environment for female campers and staff that are conducive to learning and for positive personal growth.

**Specific Responsibilities:** Will lead in the development of a 4-H camping environment that encourages each camper and staff member to have a safe and positive camping experience, and help facilitates the growth of positive self esteem, and encourages a sense of community and family.

**Relationships:** Serves as a member of the administrative team at camp. Works directly with female campers to serve as a leader, mentor and friend. Reports directly to the camp director.

**Equipment Used:** Any equipment required to ensure the program is followed and young people are in a safe environment.

**Other Job Duties:** As assigned by camp director

**Essential Job Functions:** Directs and coordinates the female campers and staff by performing the following duties personally or through assistants of other staff members. Creates a comfortable, supportive, 4-H camping environment for female campers and staff that are conducive to learning and for positive personal growth.

**Essential Duties and Responsibilities:** Will lead in the development of a 4-H camping environment that encourages each camper and staff member to have a safe and positive camping experience, and help facilitates the growth of positive self-esteem, and encourages a sense of community and family. Supervises the cleanliness of the cabins and bathhouses.

- Supervises the staff that ensures clean and functional restrooms, maintains good order in cabin areas that includes un-obstructed isles and exits for the each cabin.

- Coordinates assignment of female staff supervision of cabins including bunk assignments, reviews cabin leader/staff essential duties and responsibilities prior to campers' arrival, including review of "Camp Emergency Plan" and follows up daily cabin-bathhouse check-list with staff.
- Coordinates by cabin, counselor to camper ratios, reviews camper special needs with cabin staff alerting them to such needs as sleep-walking, bed-wetting, on any other medical or special needs staff should be aware of to ensure the safety and risk-management of campers.
- Coordinates cabin roster and bunk assignment, and assigns cabin leader to verify each night prior to light's out that all campers and staff for his cabin are present or accounted-for.
- Overseas cabin safety including fire alarms, fire and emergency drills, verifies all staff have assigned campers listed on their emergency plan, has reviewed with staff other safety issues including nightly bed check to verify for Dean of Men that all campers and staff are accounted for.
- Dean of Men will notify camp director ASAP each night that all campers and staff are present or accounted for, and convey any concerns, incidents or issues in a timely manner.
- Coordinates with Camp Director to maintain the cabins and bathhouses in safe and functional condition. This includes ensuring cabins and bathhouses are in good repair, and that general daily physical maintenance occurs in cabin and bathhouse areas.

**Educates and communicates 4-H camp rules and policies.**

- 1- Maintains record of camper and staff incident reports, talks with and informs offenders of consequences. Give camp director a head's overview report as needed.
- 2- Administrates appropriate curfews, monitors "Honor Check" and policies to ensure a fun and comfortable 4-H camping environment.
- 3- Serious Incidents report to Camp Director immediately and support and observe Due Process.
- 4- Accident/Illness incident alert nurse first, follow up with camp director and security as needed. Follow Camp Emergency Plan Protocol.

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

- Problem Solving:
  - Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, understands Due Process, develops alternative solutions, works well in group problem solving situations, uses reason even when dealing with emotional topics.

- Manages difficult or emotional camper situations, responds promptly to camper/staff needs, solicits camper/staff feedback to improve processes, organized and meets commitments.
- 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 try 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.
- Delegation: Delegates work assignments, matches the responsibility to the person, gives authority to work independently, sets expectations and monitors delegated activities. Leadership: Exhibits confidence in self and others, inspires and motivates others to perform well, effectively influences actions and opinions of others, and accepts feedback from others.
- Managing People: Includes staff in planning, decision-making, facilitating and process improvement, 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 camp staff training; 50-70 hours during week of camp

**Location:**

**Supervisory Responsibilities:** Schedules and encourages nightly cabin meetings to promote personal safety and help create a positive caring environment for campers and staff.

- In Conjunction with the camp administrative team, trains and supervises female staff.
  - Counsel or advises campers and staff on matters pertaining to personal behavior and ability to follow camp rules, policies and code of conduct.
  - Designates cabin/bunk assignments and mediates cabin/bunk changes.

**Knowledge, Skills and Abilities:**

- Excellent problem solving skills
- Knowledge of WVUES 4-H camp policies and procedures
- Ability to work as a team player
- Ability to provide emotional support in stressful situations
- Ability to be non-biased



**Physical Aspects of Position:** Must be in good physical condition. Position requires walking, being able to function with limited sleep as well as normal lifting, and other physical exertion expected in camping situations.

**Compensation:** 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: \_\_\_\_\_