

**Job Title:** 4-H Camp Counselor

**Reports To:** Administrative Team In Charge of Camp

**Supervising Professional:** County WVU 4-H & Youth Development Extension Agent

**Qualifications:** An individual serving as a 4-H Camp Volunteer must have

- Be a Fully VETTED WVU Extension Volunteer with demonstrated knowledge of Title 49- 'Children on Campus'.
- Reached their 18<sup>th</sup> birthday (to serve on younger camp staff). Must be five years older than the oldest camper they supervise.
- Reached their 22<sup>nd</sup> birthday (to serve on older camp staff) Individuals age 21-22 may serve on older camp staff after serving one year on younger camp staff. (County Specific)
- Some experience, either as a former camp counselor at 4-H camp or another camp, or through exhibiting personal qualities (leadership, responsibility, self-esteem) that demonstrates the individual's ability to become a camp counselor
- Willingness to promote 4-H camp as an educational opportunity for all eligible youth.
- Appropriate behavior and understanding of what it takes to be a positive role model for campers.
- A "camper first" attitude.
- A sincere interest in teaching and sharing knowledge and skills with youth in an educational setting while nurturing positive self-esteem, decision making, responsibility and leadership in the youth.
- The ability to organize information and materials and delegate responsibility.
- The ability to work and communicate effectively in verbal and written forms.
- The ability to work with minimal supervision from professional staff but seeks advice or assistance when needed.
- A sincere interest in working with other volunteers and professional staff in an educational setting and a sincere commitment to cooperating with others to further the purposes of 4-H Youth Development.
- A willingness to become familiar with and work within the philosophy and guidelines of West Virginia University Extension Service, West Virginia 4-H Program and the \_\_\_\_\_ County 4-H program.

**General Description:** Provides mentorship, supervision and support to campers involved in the camp event.

**Position Purpose:** Support and work cooperatively with 4-H professionals, volunteers and camp participants in conducting meaningful educational camping experiences to help youth grow and reach their fullest potential in an environment of positive youth development.

**Specific Responsibilities:**

- Attend and participate in pre-camp staff training and staff meetings, which meet the training requirements of the WVU Extension Service 4-H Camping Program.
- Read, understand and sign a WV 4-H Volunteer Code of Conduct Form
- Read, understand and sign this 4-H camp counselor/volunteer job description
- Read, understand and sign the expectations of a 4-H camp counselor

- Attend all staff meetings and other such educational events when appropriate
- Take full responsibility for class assignments, tribe organization, program committee work and other such duties as assigned.
- Observe and promote all rules and regulations established by the WVU Extension Service, the county 4-H agent, and WVU Jackson's Mill.
- Urge safety at all times. Take time to explain how and why to do something safely.
- Observe campers daily for illness and injuries that require the camp nurse's attention, go with the camper to nurse's station and do not leave without the permission of the nurse.
- Be on time for meetings, workshops, programs, meals, and other such responsibilities.
- Make sure all campers are familiar with camp facilities and camp rules through a tour of camp and a review of rules.
- Do not use tobacco, alcohol, or illegal drugs while participating in the counselor program at camp.
- Make sure all campers understand they must remain on camp grounds at all times, and report any camper that is missing from workshops, programs, tribal meetings, cabins, etc. immediately to the WVU Extension Agent.
- See that all campers are involved in all activities. Make sure no one is excluded.
- Be in cabin with campers at all times between the hours of "Lights Out" and "Rise and Shine".
- Be quiet at appropriate times and help campers keep quiet.
- Supervise meals and line ups when necessary.
- Be a good cottage counselor by welcoming campers at the door on the first day of arrival, helping campers find bunks and settling in, making sure campers have checked-in at the registration table and have turned in all medications if necessary, getting to know each camper's name and introducing campers to each other, having at least one counselor bunk by the door, going over the camp program daily, helping campers maintain proper hygiene, and checking daily for injury or illness.
- Never punish a camper by ridicule or physical punishment. Be patient and understanding.
- Guide, suggest, and develop in campers a feeling of and doing things together to create a feeling of belonging.
- Seek assistance or advice from the county staff members when needed.

**Relationships:** Works closely with Camp Deans. Serve as liaison between campers assigned and camp administrative team. Serves as mentor for younger campers as well as peer member with other camp staff members.

**Equipment Used:** All equipment needed to provide a safe, fun and educational camping event. Could include craft materials, class materials, as well as motorized vehicles.

**Essential Duties and Responsibilities:**

- Serve as a role model for campers.
- Ensure that campers assigned are in a safe, fun, educational environment.
- Cabin/cottage counselor with campers as most important
  - Assisting with shower schedules
  - Dealing with homesickness
  - Providing an atmosphere of 'home'
  - Ensuring safety by following 'Above Suspicion' policy

**Other Job Duties:** As assigned by members of the camp administrative team.

**Competencies:**

- Interpersonal skills including:
  - Verbal communication
  - Non-verbal communication
  - Listening
  - Problem solving
  - Decision making
  - Assertiveness
- Leadership
- Mentoring
- Supervision of youth at least 5 years younger

**Time Requirements:** Approximately 60-70 hours that will include: meetings, educational opportunities, and 100% “on the job duty” while at 4-H camp

**Location:**

**Supervisory Responsibilities:** Provide supervision of youth assigned in all settings

**Knowledge Skills and Abilities:**

- Knowledge and understanding of WVUES camping policies and procedures
- Ability to work unsupervised in a cabin/cottage setting
- Ability to provide mentoring and guidance to youth assigned.
- Interpersonal skills including negotiating and problem solving
- Understanding of diverse audiences.

**Physical Aspects of Position:** Must be in good physical condition. Position requires walking in various environmental conditions. Physical exertion as required in a camping situation. Ability to co-habitat in small space with a number of campers. May require limited sleep.

**Compensation:** Training, 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 place with another individual.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Extension Professional in Charge of Event: \_\_\_\_\_