

Program Staff Job Description

4-H Memorial Camp and Retreat Center

OVERVIEW

Program Staff work with the Camp Director and Assistant Director to create and implement the daily camp schedule. Program staff are assigned to one of the following areas based on their interests and experience: Arts & Crafts, Rockwall/Climbing, Outdoor Education, Creation Station (S.T.E.M.), Recreation, and Waterfront. In those program areas, staff will plan and coordinate daily activity related to their program areas as well as evening whole-camp activities. When 4-H Camp is not in session, program staff assist with activities and support outside groups who use 4-H Memorial Camp facilities.

RESPONSIBILITIES

- Supervise campers in their program areas as well as other times, as assigned.
- Teach and lead programs throughout the day and evening.
- Complete in-person and virtual/hybrid training experiences prior to the beginning of camp.
- Set an example of enthusiasm and appropriate behavior at all times, encourage campers and counselors to participate fully in the camp program and participate yourself.
- Monitor the health and safety of campers; know which campers have special needs, discuss these with the camp First Aid Person, Lead Counselor or Camp Director/Assistant Director.
- Report incidents, accidents or problems promptly to the Lead Counselor, First Aid Person, or Camp Director/Assistant Director.
- Other duties as assigned

SUPERVISION DUTIES

Program staff are expected to assist counselors in their program areas in order to facilitate planned activities. Program staff should support counselors in every aspect of their job duties. It is expected that program staff supervise children in their respective program areas as well as during mealtimes, games, campfires, free time, etc. Lead counselors will assist in the supervision of all counselors and staff as well as regulating the daily schedule.

EXPECTATIONS

- Fulfill all aforementioned responsibilities and supervision duties
- Complete trainings prior to the start of the first week of summer camp, this will be a combination of in-person and virtual training
- Complete other duties as assigned including but not limited to light cleaning duties, activity preparation, and participation in a camper club during the week
- Program staff are responsible for the cleanliness and organization of their respective facilities.

- Program staff are responsible for the cleanliness and care of the Staff Cabin. Weekly cleaning of Staff Cabin bathrooms and living quarters are required.
- File weekly evaluation or end of the year evaluations as requested.

QUALIFICATIONS

- Minimum age of 18 years first day of employment
- Ability to work and live with children in an outdoor setting
- Energy, enthusiasm and a healthy attitude toward children
- Provide three letters of reference

EXPERIENCE

Preferred:

- Volunteer or paid experience with youth groups is desired
- Previous 4-H or other camping experience
- Participation in Counselor-In-Training (C.I.T.) or Leader-In-Training (L.I.T.) program at a camp
- Experience in desired program area (teaching, coaching, leading programs, etc.)

Minimum:

- No previous experience necessary