



The 4-H Volunteer Camp Director is responsible for the day-to-day decision making and supervision of the camp program and staff. The Camp Director furthers the mission of the 4-H camp through the development and management of program, financial planning, marketing, and strategic operations. Under general supervision, the Camp Director works with 4-H staff and all 4-H camp staff, volunteers, and youth.

PERCENT OF TIME	DUTIES AND TASKS
	<b><u>ESSENTIAL TASKS</u></b>
30	1. Design, deliver, and evaluate camp program that meets the needs and interests of the 4-H camp and ensures the delivery of a safe and quality experience. <ul style="list-style-type: none"> <li>♦ Remain current with information on the developmental needs of youth.</li> <li>♦ Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.</li> <li>♦ Develop and implement crisis and risk management procedures.</li> <li>♦ Design and ensure delivery of programs and activities appropriate to the camper population.</li> <li>♦ Assure the 4-H camp complies with and follows all regulations outlined in the California regulations governing organized camps</li> </ul>
30	2. Oversee the daily operation of the summer resident camp including food service, program, camper and staff supervision, and health care. <ul style="list-style-type: none"> <li>♦ Oversee the management of the food service area through supervision of Food Service Manager and review of food service.</li> <li>♦ Secure sufficient coverage in health care staff and their implementation of the health care plan, including water safety and emergency preparedness and evaluation plans.</li> <li>♦ Oversee the systematic approach to data base management for campers, families, alumni, and donors.</li> <li>♦ Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.</li> </ul>
15	3. Oversee the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals. <ul style="list-style-type: none"> <li>♦ Develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, etc.</li> <li>♦ Develop and monitor budget for the camp operations.</li> <li>♦ Develop and design long-term fund-raising strategies for the camp program and facilities.</li> </ul>
10	4. Design and implement a marketing plan to maintain camper attendance. <ul style="list-style-type: none"> <li>♦ Develop and implement recruitment and retention strategies.</li> </ul>
10	5. Implement human resource management practices to recruit and retain camp staff and volunteer adults and youth. <ul style="list-style-type: none"> <li>♦ Recruit staff based on camper enrollment and program management requirements.</li> <li>♦ Train, supervise, and evaluate camp staff, volunteers and youth.</li> </ul>
5	6. Manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs. <ul style="list-style-type: none"> <li>♦ Conduct annual assessment of property and maintenance needs.</li> <li>♦ Prepare annual and long-term property plan.</li> </ul>

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## **Recruitment for Camp McCandless Camp Volunteer Director**

### **Volunteer Position:** 4-H Camp Director

- Position will begin March 2019, or as soon as a suitable candidate is identified.

### **Purpose of Position:**

- Plan and coordinate 4-H Camp McCandless Camp on behalf of the Camp Committee.
- Work with University of California Cooperative Extension 4-H Youth Development Program Representative and Camp committee to recruit and train adult chaperones and teen counselors.
- Maintain 4-H camping philosophy and goals.

### **Time Required:**

- Due to the nature of this position, duties require irregular hours.
  - Hourly equivalent of approximately 65 days which includes 4-6 planning/training meetings with teen counselors.
  - Approximately 3 days evaluation and wrap-up time (per year).
  - Attend Camp Committee meetings (at least five per year are scheduled).  
Program planning begins in November, teen counselor program begins in January, and camp runs in June
  - 5 days at camp

### **Major Duties and Responsibilities in cooperation with Camp Committee:**

#### **Planning:**

- Plan, facilitate and evaluate 4-H Camp McCandless
- Plan an educational, structured camp program based on 4-H philosophy and goals utilizing 4-H curriculum and American Camping Association (ACA) Standards.
- Coordinate with Camp Committee treasurer to maintain the established budget.
- Collaborate with Camp Committee to develop staff needs, budget and fee required for Camp.
- Order all materials and supplies.

#### **Promotion:**

- Work with University of California Cooperative Extension 4-H Youth Development Program Representative to develop timely camp promotional letters and brochures.
- Encourage promotion of camps to clubs.

#### **Coordination of 4-H camp McCandless volunteer Camp Staff:**

- Review and update job descriptions for camp counselor, and adult positions.
- Work with Extension staff to select and screen (as appropriate) teen counselors and other camp volunteer staff such as nurse, lifeguard, security, instructors, and adult chaperones.
- Assist University of California Cooperative Extension 4-H Youth Development Program Representative in designing, implementing, and evaluating camp planning and training meetings (with agendas and reports).
- Help teen counselors plan their workshops, classes and activities, including developing supply lists and agendas.

- Work with Extension staff, committee, and volunteers to develop and promote teamwork and cohesiveness among counselors and adult staff.
- Coordinate meals with camp kitchen and facilities with camp manager.
- Promote communication between Extension staff, volunteers, and parents.
- Work with Extension staff, steering committee, and volunteers to facilitate all camp counselors to complete the 4-H membership process.

#### **Records:**

- Work with Monterey County Extension staff to maintain up-to-date camp records, files, strategic plan and ACA Standards.
- Turn over all camp records and files to the 4-H Camp Committee (kept on file at Monterey County Extension Office) upon completion of last camp. Committee will audit, review and file for reference for the next years director.
- Collaborate with Monterey County Extension staff to ensure all appropriate records are available to the camp nurse, bus chaperones, and at camp in general.

#### **Evaluation:**

- Written camp evaluation for teen and adult staff
- All copies will be on file with camp director and Monterey County Extension Office.
- Conduct an evaluation of each camp with campers to be used to plan future camps.
- Hold a teen counselor/adult chaperone evaluation event (picnic, pizza party, etc.) used to gain input for future planning.
- Conduct an overall camping evaluation to be shared with the Camp Committee.

#### **Other Duties:**

- Arrange annual camping schedule and share with appropriate stakeholders in a timely manner.
- Work with University of California Cooperative Extension 4-H Youth Development Program Representative and staff to manage the customer service needs of campers, families, counselors, and other clientele.
- Adhere to and enforce the California 4-H Code of conduct at all camp activities.

#### **Benefits:**

- Personal satisfaction in making a difference in counselors, campers and family's lives.
- Gain organizational and leadership skills, develop ability to work with teens, gain understanding and increase awareness of natural resources.
- Professional development opportunities available (scholarships may be provided if funds are available)

#### **Minimum Qualifications:**

- Experience and education in teaching and or working with youth ages 8 to 18.
- High School Diploma or equivalent. Bachelor's Degree or equivalent (4 years) work experience in the field of camp management or youth education strongly desired.
- Current CPR/first aid certification (may be attained upon starting).
- Experience in planning and developing programs and budgets.
- Ability to motivate and interface with teens, parents, and volunteers.
- Appointment contingent upon the successful completion of the California 4-H volunteer certification process, which includes a public record review.
- Strong written and verbal communication skills, including the ability to write concise reports, and effectively speak to audiences of youth and adults.

**Desired Qualifications:**

- Previous overnight camping experience.
- Experience with the 4-H youth development program.
- Familiarity with ACA camping standards.
- Experience with program marketing and promotion

**Position Evaluators: PLEASE COMPLETE THE FOLLOWING REVIEW:**

**LIST QUALIFICATION STANDARDS WHICH AN INDIVIDUAL MUST MEET IN ORDER TO PERFORM THE JOB EFFECTIVELY AND SAFELY**

**Physical and Mental Requirements: Please indicate the minimum physical and mental requirements needed for effectively and safely performing the essential and non-essential job functions. This also includes the working conditions.**

This position requires the ability to listen to others, observe others' actions; knowledge of and sensitivity to needs of students from different ethnic, economic, and cultural backgrounds; read text and information; comprehend instructions and manuals; and physical ability to move about the camp property in various environmental conditions.

**List education, experience or specialized training requirements.**

1. Knowledge of the California 4-H Youth Development Program, its policies, programs, and Code of Conduct.
2. Must be 25 years of age or older and possess two seasons of administrative or supervisory experience in camp activities.
3. Ability to generate innovative ideas, exercising independent decision-making ability, establish priorities and goals in developing activities and programs, and develop orderly, logical approach to tasks.
4. Ability to exercise personal initiative and demonstrate self-confidence sufficient to accept responsibility for decisions, to analyze complex problems or information in order to establish priorities, select appropriate courses of action, and successfully resolve conflicts.
5. Strong oral communication skills and written competency in English. Ability to read and comprehend instructions and manuals. Mathematical skills to work with figures in budget development and monitoring. Computer skills to generate reports and manage data.

Must possess knowledge of some facilities maintenance, office, and kitchen equipment. Must possess a California Driver's License and have the ability to drive different vehicles around the camp facility.

**Special Conditions of volunteer role:** Ability to work effectively with limited sleep.

**This a critical position and subject to a background check? Is this complete?**

**Y \_\_\_ N \_\_\_**

**Comments:**