



Cornell University

Cooperative Extension

Jefferson County

<p>Classification Title: Temporary Camp Counselor, Sr. Functional Title: 4-H Camp Wabasso – Activity Coordinator Supervisor & Title: 4-H Camp Wabasso Program Director</p>

General Responsibilities

This position serves as **4-H Camp Wabasso Activity Coordinator** responsible to Cornell Cooperative Extension Association of Jefferson County. The primary responsibilities of this position are to assist in weekly program design (including high or low ropes, educational classes, visual or performing arts, crafts, and other classes as assigned), daily operations, and the supervision of Sr. Counselors. In addition, this position accepts and performs other responsibilities as assigned and deemed appropriate by the 4-H Camp Wabasso Director. *(This position does not have cabin responsibilities.)*

Job Duties

- Provide for the safety and well-being of campers at all times by adhering to all camp health and safety standards.
- Assist campers in scheduling classes, and following the daily camp schedule.
- Assist in the design of developmentally appropriate leadership training programs for various ages, maturity levels and skills.
- Assist Camp Director in the planning and development of cabin group or evening activities
- Understand the need of and to help create or follow 4-H curriculum for all appropriate activities.
- Maintain or create lesson plans for 4-H curriculum based educational classes within program area.
- Ensure that safety procedures are being followed for all program activities.
- Assist in evaluating effectiveness of classes and instructors within program area.
- Work with other Program Coordinators and the Program Director to integrate/coordinate programs and classes between and among the different program areas.
- Ensure safe and proper set-up of all program facilities.
- Be a positive role model and ensure that both Counselor and camper behaviors are consistent with camp standards.
- Assist in conducting initial and end of season inventory, storing and keeping materials and equipment in good condition.
- Conduct daily check to be sure all equipment is in safe, clean and in good repair.

- Assist in the development of staff in-service training programs, including pre-camp training/orientation of counseling staff to include training in all program area activities.
- Assist in the evaluation of the current camp season, and make suggestions for the next camp season.
- Attend camp orientation program.
- Participate in staff meetings and training events as scheduled.
- Supervision of Sr. Counselors within their designated program areas, including informal evaluations done weekly and formal evaluations for mid and end of season reviews.

Reporting Relationships

- Immediate supervision provided by 4-H Camp Wabasso Program Director with overall supervision provided by 4-H Camp Wabasso Director.

Qualifications

Necessary:

- Must be at least 20 years of age.
- Must have current CPR and First Aid certifications (will train if necessary).
- Must have training and/or experience in high and low ropes course activities. (Will train if necessary.)

Key Knowledge, Skills and Abilities

- Demonstrated ability to supervise Sr. Counselors including evaluation and conflict management.
- Demonstrated ability to coordinate multi-faceted creative program of teaching skills.
- Demonstrated ability to evaluate for safety, program area equipment and facilities.
- Desire and ability to work with children.
- Demonstrated ability to relate to one's peer group.
- Demonstrated ability to do tasks as assigned.
- Demonstrated ability to work well with others.
- Demonstrated ability to accept guidance and supervision.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

Special Requirements

- Must be able to meet travel requirements of the position.
- Must be willing and able to stay at 4-H Camp Wabasso (including overnights) the entire time Camp is in session.
- Must have clear background check.