



# Cornell University

## Cooperative Extension

### Jefferson County

<b>Classification Title:</b> Temporary Camp Director <b>Functional Title:</b> 4-H Camp Wabasso – Day Camp Director <b>Supervisor &amp; Title:</b> 4-H Camp Wabasso Assistant Director
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#### General Responsibilities

This position serves as **4-H Camp Wabasso Day Camp Director** responsible to Cornell Cooperative Extension Association of Jefferson County. The primary responsibilities of this position are to assist in weekly program design, assist in daily operations, and supervise campers and 4-H Day Camp Staff. In addition, this position accepts and performs other duties as assigned and deemed appropriate by the 4-H Camp Wabasso Director. (*This position does not include cabin responsibilities.*)

#### **Job Duties**

- Keep in direct communication with the Camp Director and Assistant Director regarding camper and staff activities.
- Assist the Director and Assistant Director to implement developmentally appropriate leadership training programs for CIT's working within the Day Camp Program.
- Implement and support camper activities and classes, including special programs.
- Assist Camp Director and Assistant Director in providing guidance and support to staff, relating to special camper needs, conflict mediation (campers and/or staff), and special concerns (campers and/or staff).
- Assist in the design of developmentally appropriate leadership training programs for CIT's working within the Day Camp Program.
- Assist in the development of staff in-service training programs, including pre-camp training of counseling staff.
- Assist Camp Director in the planning and development of camper activities and classes.
- Assist with inventory in appropriate program areas.
- Oversee inventory and curriculum of day camp areas.
- Evaluate progress of 4-H Day Camp Staff throughout the summer.
- Participate in staff meetings and training events as scheduled.
- Coordinate announcements to staff and campers and run daily programs and schedule.
- Assist the Director and Assistant Director with "homesick" campers and other camper and staff issues.
- Assist Director on creating and implementing a summer reading program.

#### **Reporting Relationships**

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

## **Qualifications**

### *Necessary:*

- Must be at least 21 years of age.
- Must have valid NYS Driver's License.

### *Desirable:*

- Experience in leadership roles or currently working in the educational field.
- Previous camp staff experience.

## **Key Knowledge, Skills and Abilities**

- Desire and demonstrated ability to work with children and young adults.
- Demonstrated ability to relate to one's peer group.
- Demonstrated ability to accept guidance and supervision.
- Demonstrated ability to teach skills to other staff members and campers of all ages.
- Specialized training in activity areas.
- Good character, integrity, and adaptability, enthusiasm, sense of humor, patience, and self-control.
- Demonstrated ability at working with and supervising staff including evaluations.

## **Special Requirements**

- Must meet travel requirements of the position.
- Must have clear background check and clean driver's license.