



Cornell University

Cooperative Extension

Jefferson County

<p>Classification Title: Temporary Camp Director Functional Title: 4-H Camp Wabasso – Program Coordinator Supervisor & Title: 4-H Camp Wabasso Assistant Director</p>
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General Responsibilities

This position serves as **4-H Camp Wabasso Program Coordinator** responsible to Cornell Cooperative Extension Association of Jefferson County. The primary responsibilities of this position are to assist in weekly program design, implement afternoon and evening programs, assist in daily operations, and supervise 4-H campers and counseling 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 regarding camper and staff activities.
- Implement developmentally appropriate leadership training programs for various ages, maturity levels and skills.
- Assist Camp Director in providing implementation and support for camper activities and classes, including special programs (afternoon and/or evening).
- 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 various ages, maturity levels and skills.
- 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 program areas.
- Evaluate progress of 4-H campers involved in leadership training programs.
- Recommend 4-H campers for continued participation in leadership training programs and future staff positions.
- Evaluate in coordination with the Assistant Director, Head Counselors and Activities/Ropes Coordinator.
- Attend camp orientation program.
- Participate in staff meetings and training events as scheduled.

Reporting Relationships

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

Qualifications

Necessary:

- Must be at least 21 years of age.
- Must have current CPR and First Aid certifications (will train if necessary).
- Must have valid, clean 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, adaptability, enthusiasm, sense of humor, patience, and self control.

Special Requirements

- Must 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 and driver's license.