



Cornell University

Cooperative Extension

Jefferson County

Classification Title: Temporary Camp Custodian
Functional Title: 4-H Camp Wabasso – Safety Officer
Supervisor & Title: 4-H Camp Wabasso Director

General Responsibilities

This position serves as the **4-H Camp Wabasso Safety Officer** for 4-H Camp Wabasso responsible to Cornell Cooperative Extension Association of Jefferson County. The primary responsibilities of this position are to provide nightly supervision for the safety and well-being of the Campers and Counselors for 4-H Camp Wabasso and work cooperatively with the 4-H Camp Wabasso Director and camp staff to insure the safety for all. 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 include cabin responsibilities).*

Job Duties

- Patrol the grounds of camp from 10 pm to 6 am from Sunday night through Thursday night while camp is in session.
- Monitor the safety of all camp staff and campers during the above assigned hours.
- Insure each camper and counselor is safe in their cabins.
- Inspect the grounds for night time safety hazards such as roaming animals, or any unwanted visitors.
- Exterior inspection of cabins, health center, and staff cabins; interior and exterior inspections of lodge, bathhouses, and other camp facilities.
- Establish and follow appropriate routines including record keeping in the daily log, and work with the Camp Director to address and issues or safety concerns.
- Check equipment such as first-aid kits, fire extinguishers, etc., to insure the equipment remains in assigned areas.
- Keep accident/incident reports that can be used for risk-management assessment.
- Monitor and evaluate camp procedures, facilities, and conditions.
- Suggest modifications that would create a safer camp
- Prepare a summary and evaluation of the camp season and make recommendations for the following season.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Reporting Relationships

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

Qualifications

Necessary:

- Must be at least 21 years of age

Desirable: Licensed EMT.

Key Knowledge, Skills and Abilities

- Demonstrated ability and experience working with children and young adults in an outdoor/recreational environment.
- Demonstrated ability to monitor the night time safety of a summer camp, its staff and campers, maintain records, and implement a routine night time patrol.
- Desire to work and live in a camp community.

Special Requirements

- Must be able to meet the travel requirements of the position.
- Must be willing and able to stay awake at 4-H Camp Wabasso (from 10 pm to 6 am) the entire time Camp is in session.