

**NEBRASKA 4-H CENTER/CAMP**  
**Summer Program Staff Job Description**

**QUALIFICATIONS:**

1. Desire and ability to work with children in the outdoors.
2. Ability to work cooperatively with other staff in a team-oriented environment.
3. Ability to accept guidance and supervision.
4. Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self control.
5. Minimum of 18 years of age, college experience preferred.
6. Possess valid drivers license.
7. Ability to plan, lead, and teach camp programs.

**RESPONSIBLE TO:** Camp Director

**GENERAL AND SPECIFIC RESPONSIBILITIES:**

1. Create and contribute to a healthy, safe, and positive educational atmosphere which meets the needs of campers.
  - a. Develop opportunities for interaction between campers, counselors, mentors and staff.
  - b. Provide opportunities for campers, counselors and mentors to experience success during camp.
  - c. Help each participant meet the 4-H camping program goals.
  - d. Assist and/or provide leadership in emergency situations by implementing established policies and procedures.
  - e. Carry out camp safety rules, supervise camper health and abide by the 4-H Camp Code of Conduct.
  - f. Set a positive example for campers and others including cleanliness, punctuality, manners, sportsmanship, etc.
2. Plan, direct, and supervise 4-H Camp activities, and maintain standards that lead to a quality program. Activities may include: high/low ropes course, canoeing, tubing, crafts, nature, archery, BB guns, orienteering, campfires, games, skits, and other related programs.
  - a. Set up program area.
  - b. Plan and teach program, including proper use of equipment and safety rules.
  - c. Inspect equipment for safety, cleanliness, and good repair.
  - d. Arrange for materials, supplies, and equipment necessary to implement program.
  - e. Keep materials, supplies, and equipment organized and properly stored.
3. Responsible for general cleanliness and condition of cabins and facilities, before, during, and after each camping session.
  - a. Aid in camp-wide clean-up after each session including sweeping, mopping, and garbage disposal.
4. Assist in routine maintenance when necessary.
  - a. Mowing, repairing equipment and supplies (canoes, tubes, etc.), painting, tree trimming/pruning, etc.
5. Assist kitchen staff in preparing/serving meals and kitchen cleanup when necessary.
  - a. Wash dishes, glasses, and silverware by hand or by machine.
  - b. Sweep and mop kitchen and dining room.
  - c. Aid in food preparation (i.e cut, peel, and wash vegetables, mix juice, etc).
  - d. Help in any area of kitchen or dining room as requested by kitchen or administrative staff.
6. Fulfill staff administrative/supervisory roles.
  - a. Develop and maintain good public relations with parents, county extension staff, adult volunteers, the local community, and all camp visitors.
  - b. Prepare for and actively participate in staff training and meetings.
  - c. Manage time off in accordance with camp policy.
  - d. Assist in night time camper supervision (i.e. cabin checks, discipline, and leadership for emergencies).
  - e. Evaluate current season and make recommendations for equipment, supplies, and programs for the future.
7. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**ESSENTIAL FUNCTIONS:**

1. Ability to communicate and work with groups of different age and skill levels, and provide necessary instruction to campers/counselors.
2. Ability to observe participants behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
4. Physical strength and ability to respond appropriately to situations requiring first aid, spot and belay participants, lift/load canoes, and maintain constant supervision of campers.
5. Cognitive and communicative abilities to plan and conduct activities to achieve 4-H Camp Program goals.
6. Ability to drive camp vehicles and gain certification in CPR and First Aid.

**TIME COMMITMENT:** Seasonal Full Time: Mid-May to late June or Mid-August depending upon the site, 5-6 days per week. Required to live on site. When camp is in session, required to be available 24 hours a day.