

# **BURNETT COUNTY 4-H CAMP POSITION DESCRIPTION Assistant Director**

## **SUMMARY**

An Assistant Director will represent Burnett County 4-H in a positive, professional manner and he/she will work with the Summer Camp Director/4-H Youth Development Educator, and Camp Committee members, along with CITs, and Camp Counselors to ensure a safe, positive, fun and challenging learning experience for all campers.

## **RESPONSIBILITIES**

- Provide for the safety and health needs and concerns of all campers, or refer campers to adult chaperones or Camp Director as needed.
- Be a positive role model for campers (behavior, dress, and language).
- Assist with instruction of campers.
- Serve as a role model to camp staff.
- Work as a team member with the entire camp staff, and participate in all camper and counselor activities.
- Help plan and prepare activities for each camp session.
- Greet resource people when they arrive and assist with set up.
- Coordinate time/transition between sessions.
- Coordinate sign up of choice activities and ensure equipment/supplies are ready.
- Assist Lifeguard with water safety during scheduled swimming and water activities, as needed and abilities allow.
- Enforce risk management policies and procedures.
- Assist with cabin inspections.
- Assist with the evening camp programs, such as dances, skits, campfires, night hikes and evening snacks.
- Attend all summer camp counselor trainings and meetings.
- Assist with light cleaning of the entire camp facility before and after camp.
- Fulfill any other duties deemed necessary by the Summer Camp Director.

## **QUALIFICATIONS**

- Must be at least 17 years of age as of July 1.
- Demonstrated maturity and responsibility.
- Positive attitude, enthusiastic, and willingness to work as the member of a team.
- Demonstrated leadership skills, good organizational skills, attention to detail, and reliability.
- Knowledge of camping philosophy and previous camp experience.
- Excellent group motivation and communication skills.
- Eager to accept new responsibilities and follow through.
- First Aid and CPR certification helpful.

## **SUPERVISOR**

Summer Camp Director