

Kentucky 4-H Camp Position Description Cabin Manager Education Intern (Summer)

Qualifications	18 years of age or older CPR, First Aid and AED Certification College experience preferred
Supervisor	Camp Director
Benefits	\$1,450 - \$1,850 monthly; meals and housing
Length of Employment	Seasonal (May to August)
Locations	West Kentucky 4-H Camp (Dawson Springs, KY)

SPECIFIC RESPONSIBILITIES:

1. Conduct educational activities. Prepare detailed lesson plans for at least 4 hours of instruction in leadership/life-skill enhancement/other, as assigned, including rainy day instruction and be competent in presenting this information to youth attending camp. This also includes a nightly cabin time lesson/reflection.
2. Maintain, store, and replace all equipment associated with program and cabin activities.
3. See that campers carry out responsibilities, such as flag or meditation program, cabin cleanup, grounds cleanup, dining hall, etc.
4. Complete assigned duties in housekeeping, food service, or office as assigned.
5. Help develop the camping philosophy with other leaders and youth.
6. Attend and participate in daily staff meetings.
7. Maintain an organized cabin: schedules, materials, personal items, and atmosphere.
8. Report discipline or possible child abuse to Camp Director.

GENERAL RESPONSIBILITIES:

1. The staff are to arrive at camp on a pre-designated day and time arranged by the Camp Director before opening day of camp. After that, they return from breaks between camping sessions at a time established by the Camp Director.
2. Staff must remain on the campground in camp housing throughout each camp session.
3. Staff will be available to assist the Camp Director in managing emergency events, e.g. severe weather, tornado warning, evacuation, missing camper. Specific responsibilities will be assigned.
4. The staff are to assist the county in executing the camp program in a team effort with adult and teen leaders and Extension Agents, all working toward one common goal of helping campers have an educational, safe, and fun time at 4-H camp.
5. The staff are responsible to the Camp Director from camp "wake-up" to "lights out" for assignment to all camp duties and class responsibilities.



6. All staff are to be available to carry out their responsibilities at all resident 4-H camps and weekend 4-H camps, if requested. The staff are to be available and will be compensated when working for non-extension youth groups or outside rental groups.
7. They should maintain a good working relationship with co-workers, Camp Director, Extension personnel, volunteer leaders, campers and others.
8. They must report to the Camp Director any needs or problems occurring during the camp season.
9. The staff are required to keep working areas clean and free from safety hazards.
10. Staff must provide an end of year inventory and status report of all resource material, teaching aids, and equipment associated with their assigned areas.
11. Assist with camp operations such as food services, housekeeping, and office work.
12. Staff must perform any other duties as outlined by the Camp Director.
13. Staff must complete assigned duties and abide by 4-H Camp Policies and Procedures.

I have reviewed and understood the position description.

Employee Signature

Date

