

## Kentucky 4-H Camp Position Description – Equine Intern

Qualifications	18 years of age or older Equine experience preferred 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. Develop a different lesson plan for at least three classes daily plus two rainy day activities for basic riding and the care of horses; lesson plans should be progressive of challenge and skills
2. Develop a lesson plan for a “free recreation” activity on basic care of horses
3. Provide a safety orientation to campers at the beginning of each first class
4. Provide challenges and learning opportunities for campers in the above classes and other equine activities
5. Coordinate and supervise all volunteer leaders assigned to the equine classes
6. Provide clear expectations and orientation for all leaders involved in the classes
7. Serve as a role model for volunteer leaders and campers
8. Ensure the safety of all who participate in the program at all times; inspect horse area daily for hazards and other safety concerns. Take the necessary steps to remove any hazards or safety problems.
9. Gauge camper and leader ability in the first class and before placing them on a horse
10. Learn dispositions and abilities of each horse before first class session
11. Check horses daily for physical soundness and remove unsound horses from that day’s activities; re-evaluate horses before the next day’s activities
12. Inspect, maintain and care for the equipment and class area to include mucking out areas as needed on a daily basis. Record weekly inspection of equipment on the inspection log maintained in the camp director’s office
13. Provide daily care for horses, i.e. feeding, hoofs, medication, etc.
14. Responsible for storing all equipment and supplies in the designated locked area at any time the trained equine instructor is not in the area
15. Conduct a beginning and ending inventory of all equine program equipment and materials



**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, marketing, and camp cleaning.
12. Staff must perform any other duties as outlined by the Camp Director or Program Coordinator.
13. Staff must complete assigned duties and abide by 4-H Camp Policies and Procedures.

I have reviewed and understood the position description.

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Employee Signature

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Date

