

Kentucky 4-H Camp Position Description – Aquatics Intern

Qualifications	18 years of age or older Lifeguard experience preferred Lifeguard certification from national organization CPR, First Aid, and AED Certification College experience preferred
Supervisor	Camp Director or Program Coordinator
Benefits	\$1,675 - \$1,900 monthly; meals and housing
Length of Employment	Seasonal (May to August)
Locations	J.M. Feltner 4-H Camp (London, KY) Lake Cumberland 4-H Center (Jabez, KY) North Central 4-H Camp (Carlisle, KY) West Kentucky 4-H Camp (Dawson Springs, KY)

SPECIFIC RESPONSIBILITIES:

1. Conduct educational classes. Prepare detailed progressive lesson plans for at least 4 hours of instruction in swimming, canoeing or boating skills and safety techniques, including at least two lesson plans for rainy day classes. The staff is to be competent in presenting these lessons to youth attending camp. (The Camp Director is responsible for the evaluation and counseling of each Camp Staff Instructor.)
2. Conduct daily inspection of safety equipment and other waterfront/pool equipment. Canoe/Paddleboat/Kayak equipment/pool equipment should be set up and ready for class before campers arrive. Complete an equipment checklist as assigned by your Camp Director.
3. Remove all equipment from service if not in good repair and complete a maintenance request form.
4. Waterfront Instructors are responsible for locking & properly securing all canoes/paddle boats/kayaks, etc. if there is a long delay between classes and at the end of each day's classes.
5. Responsible for seeing that all safety requirements for the waterfront are enforced.
6. Conduct pool orientation for all pool lookouts at the beginning of each camp session.
7. Maintain water quality of the pool (per health requirements) and maintain all equipment associated with the pool, canoes, boats and total waterfront. Water testing on the pool should be conducted three times daily: at breakfast, at lunch time and just before any evening use. Work closely with the camp's maintenance staff to maintain pool equipment and water quality.
8. Ensure that Pool Chemical Storage Area is always locked & proper signage of Hazardous Materials is displayed.
9. Prepare and maintain all necessary water quality reports required by the local and state health inspectors' offices and the state 4-H office.
10. Regularly inspect and clean pool bathhouses. Regularly check for abandoned clothing, clogged plumbing, showers left running, leaks, etc. Immediately notify maintenance staff of any problems.



11. The staff is required to attend and complete additional in-service training that will be provided on site during the camp season. Responsible for maintaining proper conditioning and skill level necessary to perform the job.
12. (Lake Cumberland) One canoe instructor will accompany the bus in transporting campers to and from waterfront class. Staff will provide an orientation to campers on the first day they are transported to class.

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.

Employee Signature

Date

