

Kentucky 4-H Camp Position Description – Camp Program Educator Intern

Qualifications	21 years of age or older Red Cross or YMCA Lifeguard certification High ropes training (provided) Pass one 4-H shooting sports certification CPR, First Aid, and AED Certification College experience preferred
Supervisor	Camp Director
Benefits	\$1,500 monthly; meals and housing
Length of Employment	Seasonal (May to August)
Locations	J.M. Feltner 4-H Camp (London, KY) Lake Cumberland 4-H Camp (Nancy, KY) North Central 4-H Camp (Carlisle, KY) West Kentucky 4-H Camp (Dawson Springs, KY)

SPECIFIC RESPONSIBILITIES

1. Take a leadership role in managing the Country Store; including counting money, stocking and refilling, reorders, inventory, and more.
2. Set up and facilitation of special events & evening programs including Field Games, Water Olympics, Mega Relay, Carnival, Luau, Gold Rush, and Camper Evaluations.
3. Participate in leading campers in songs, dances, skits, etc. as part of the staff team in interacting with campers, volunteers and agents.
4. Assist Camp Director with day to day tasks, including but not limited to sorting mail, assisting in the kitchen, building campfires, camp clean up and set up, key checkout and check in, and simple maintenance/cleaning tasks.
5. 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.
6. Staff must perform any other duties as outlined by the Camp Director or Program Coordinator.
7. Staff must complete assigned duties and abide by 4-H Camp Policies and Procedures.
8. Prepare lesson plans, gather resources, materials, organize program areas, and teach environmental educational classes that meet the needs/requests of school groups and Next Generation Science Standards (NGSS).
9. Develop and facilitate various night programs such as: night hikes, recreational games, and campfires.
10. Interns will collaborate with the camp director to prepare and conduct an environmental project that meets the needs of the camping program and the interests of the student. Interns will be responsible for completing the various components related to the approved project (research, organizing resources, written plans, etc...

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