

JOB DESCRIPTION

Hartford County 4-H Camp, Inc.

Summer Address: 247 South Road, Marlborough, CT 06074

Office: 29 Monroe Road, Enfield, CT 06082

www.hartfordcounty4hcamp.org



Position: General Program Staff Job Description

Responsible to: Camp Director and/or Associate Director

Qualifications:

- At least 18 years of age
- Current certification in First Aid and Professional Rescuer CPR, desirable
- Experience working with school-age children, high school or college students
- Be able to react in a crisis situation with a clear mind
- Desire to work and live outdoors for 2 months during the summer (Staff have Saturday nights off and can take 1 additional night off during the week)
- Good organizational, communication, and leadership skills
- Emotional maturity, good moral character, and integrity
- Willingness to learn from and make use of trainings
- Commitment to the value and benefits of outdoor experiential education in meeting campers' social and physical needs

General Responsibilities:

- Teach 3 one-hour classes each day, to a high standard
- Lead a tribe and fulfill all responsibilities
- Assist in camper supervision
- Head a table at all meals
- Assist in implementing and planning for all camp recreations/programs
- Attend and participate in All Camp 4-H Staff training and HC4-H Staff Training
- Arrive at camp prepared for the week at 12:00 Noon on Sunday until 12:00 Noon Saturday
- Follow, model, and enforce all camp rules, policies, and procedures
- Participate in all camp programs
- Be a positive role model for campers and staff

Specific Responsibilities:

- Understand, accept, and interpret the philosophy of Hartford County 4-H Camp, striving to attain the goals of the camp.
- Assume responsibility for the set-up and close-down of the assigned program area and assist others as time permits.
- Support and be proactive with any other tasks asked of you during the season.
- Enforce safety regulations at all times to ensure the well-being of all participants.
- Carry out teaching assignments with enthusiasm, responsibility, creativity, and sensitivity.
- Submit a final report and completed inventories, as assigned, at the end of the summer.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Leadership positions such as Cabin Coordinator, Waterfront Director and Horse Activity Director will have additional responsibilities beyond those listed in this job description.