



Hartford County 4-H Camp, Inc. *year round office* 29 Monroe Road, Enfield, CT 06082
Summer Address: 247 South Road, Marlborough, CT
www.hartfordcounty4hcamp.org

Associate Camp Director / Program Coordinator Job Description

Hartford County 4-H Camp, Inc.
Marlborough, Connecticut

Desired Qualifications:

- Candidate must be 21 years or older
- Must possess at least 16 weeks of supervisory experience in camping
 - Education/training in camping/recreation or other related fields, would be accepted
- Ability to develop and assist with daily and special programs for the 8 week camping season including Mini Camp, with staff and teen counselors
- Motivated self-starter that desires to work with youth ages 7-17, as well as college-age and adult staff
- Enthusiasm, a sense of humor, patience and self-control
- Excellent communication, supervisory, and leadership skills working with campers, families, counselors, staff and alumni, as well as board members.
- Current CPR and First Aid certifications, and OEC background check preferred
- The physical ability to lead, participate and oversee all camp activities with campers, teen counselors and adult staff, in all areas of the camp facility
- Computer literate; having familiarity with Google suite & other digital platforms
- Must be available to work no less than 12 weeks during the summer camp season, as well as Work Days in fall and spring, Open House in spring, Teen Weekend in the fall and spring, and participate as much as possible in monthly board meetings, committees, and special events hosted by the camp in the off season. This could be via teleconference when available.

General Duties:

Under the supervision of the Board of Trustees through its Camp Director, the Associate Camp Director is responsible for assisting the Camp Director in the operation of the camping program, in accordance with the mission and principles of the Hartford County 4-H Camp, Inc. and shall assume Camp Director position in the absence of the Camp Director.

Specific Summer and Out of Season Duties

Program:

- Responsible for planning and implementing all camp afternoon and evening programs

General Responsibilities:

- Carry out all duties as specified in the Associate Camp Director Agreement
- Provide continual compliance with (n) Sec 19-13-B27a State of Connecticut Youth Camps, Office of Early Childhood.
- Interact with campers to ensure that their camp experience is safe, educational and fun
- Assist the Camp Director with ongoing training and supervision of summer staff and teen counselors to carry out daily activities
- Maintain public relations and clear communications (through accessibility to parents and the Board of Trustees and community in person, telephone, email or social networking in a timely manner)
- Respond to critical incidents and act swiftly in any emergency situation
- Assist in monitoring safety and all procedures as they pertain to the complete supervision of all campers, teen counselors, and staff
- Assist the Camp Director with daily inspection of camp facilities to ensure camper, counselor, and staff members' wellbeing. Address any concerns requiring maintenance with the Camp Director
- Work with the Camp Director in preparation of evaluations, observations, and summary of current season as well as season end inventory
- The Camp Director along with the Associate Camp Director, shall make staff and teen counselors cognizant of and be responsive to the issues/problems of sexual harassment and drug and alcohol abuse violations
- Work with the Camp Director to understand roles that each will oversee through the camping season. The Associate Camp Director and Camp Director must communicate well and work effectively with each other
- Learn and carry out Hartford County 4-H Camp traditions
- Step in as alternative director when Camp Director is off camp

Teen Leadership:

- Responsible for developing and revising all written correspondence to teen counselors regarding summer application process, training, and weekly assignment confirmations, in coordination with the Camp Director and Camp Registrar
- Responsible for implementing weekly teen counselor leadership orientation and nightly meetings

Additional Duties:

- Get supplies needed for programs
- Set up/run 3-4 PM activity daily
- Set up/run evening activity nightly
- Organize and facilitate meal dress ups
- Change program board daily as well as rotate tribe chores

- Dining hall responsibilities – set up, starting meals, announcements, assist with serving as needed
- Assist camp director as needed
- Make weekly fire bringer sticks and secure fluid
- Assist with overseeing tribes for vespers
- Weekly counting of ballots
- Send weekly counselor letters
- Help check in and meet with counselors on Sunday and run orientation
- Chair nightly counselor meetings
- Work closely/mentor teens, support cabin coordinators in cabin areas
- Oversee teens in activity areas as well as tribe areas on a daily basis if possible to better evaluate their performance

Specific Off-Season Duties

General Responsibilities:

- Work in conjunction with the Camp Director for revisions to job descriptions and any pertinent camp manuals
- Assist the Camp Director with arrangements for job announcements, recruiting, and recommending staff for hire, with the aid of the Staff Procurement Committee
- Assist in the planning and implementing of pre-camp training for staff and teen counselors with the Camp Director and Camp Registrar
- Maintain effective public relations through accessibility to parents and Board of Trustees

Teen Leadership:

- Responsible for all written correspondence to teen counselors regarding summer application process, training and weekly assignments, in coordination with the Camp Director and Camp Registrar
- Assist in the planning and implementing of pre-camp training for staff and teen counselors with the Camp Director and Camp Registrar
- Work with the Teen Board Representatives to develop, implement, and supervise the fall and spring Teen Weekends

Additional Duties:

- Help plan/run Fall/Spring Teen Weekend, staff training, counselor training
- Update and send counselor letters to all teens
- Organize and process returned teen counselor applications
- Assist Camp Director with planning/running of counselor training weekend & staff training
- Revise and send out counselor acceptance letters
- Communicate with teens – begin mentoring them for their week
- Start to plan programs and dress ups for summer
- Attend ACA conference with camp director if able

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.

Sample Associate Camp Director Schedule - Day in the Life

7:00 AM – Play reveille

7:30 AM – Flag

7:45 AM – Breakfast, make announcements at the end of the meal

9:00 AM – Observe and assist 9 and 10 AM activities, begin any daily prep

11:00 AM – Free time, prepare necessary materials for program staff meeting

12:00 PM – Lunch, make announcements at the end of the meal

After lunch – Staff meeting about the afternoon and evening program, provide staff information, and any necessary materials for tribe meetings

1:40 PM – Tribe meetings, be available for questions about the programs

2:00 PM – Finalize prep for afternoon program

3:00 PM – Run afternoon program

4:00 PM – Free time, begin preparing for evening program, and get mail

5:45 PM – Flag

6:00 PM – Dinner, make announcements at the end of the meal

6:30 PM – Mail call, give announcements about evening program

7:00 PM – Set up and prepare to run evening program

7:30 PM – Run evening program

8:30-9:00 PM – Snack, newspaper, and vespers

Before 10:00 PM – Play taps

10:00 - 11:00 PM (at the latest) – Counselor meeting

11:00 PM – Shut down Baldwin Hall, prepare program board for the next day, make copies of staff rosters (Sunday night only)