

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

Horse Camp Director Job Description

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

General Duties

Under the supervision of the Camp Director, the Horse Camp Director is responsible for the operation of the overall camping program, in accordance with the mission and principles of the Hartford County 4-H Camp, Inc.

Position Summary

The Horse Camp Director is a seasonal position which includes off-season responsibilities. This position requires no less than 1 week of on-site, residential duties during the horse camp week.

Relationships

The director will have relationships with but not limited to parents, campers, camp staff, camp nurses, volunteer teen counselors, board members, and alumni. It is expected that this position will communicate effectively to each party appropriately.

Knowledge, Skills, and Experience Required

- Have instruction certification or be willing to acquire.
- Must have experience in multiple disciplines.
- Experience with horses, child education, recreation or other related fields.
- Current CPR, First Aid preferred or be willing to acquire.
- Motivated self-starter that desires to work with youth ages 11-17, as well as adult and junior staff.
- Enthusiasm, patience, self-control and a sense of humor are a must.
- Willingness to be open minded to ideas presented from a variety of sources.
- Proficiency in computer skills including communicating appropriately via social media.

Abilities Required

- Possesses strong leadership abilities and organizational skills.
- Effectively run BYOH camp and be accountable for all staff, teen counselors, and campers.
- Strong knowledge of equine health and safety.
- Strong background in teaching riding and horse care to campers of all levels.
- Ability to observe behaviors of all staff, teen counselors, and campers in order to maintain appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to supervise and develop special programs for camper/horse ability level.
- Must possess the physical ability to lead, participate and oversee all BYOH camp activities in all areas of the camp facility. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Summer (Camp Season) Duties

Leadership

- Provide feedback to Horse Activity Staff around teaching skills, barn management, and camp horse health. Provide training when appropriate.
- Run a volunteer and staff meeting before campers arrive.
- Evaluate and oversee a high level of care of campers horses.
- Assist in creating and execution of lesson plans.
- Utilize leadership, team-building, and problem solving skills to objectively resolve peer-issues among the staff, teen counselors, and/or campers in order to maintain a positive camp culture.

Communication

- Interact with campers to ensure that their camp experience is safe, educational and fun.
- Handle questions, problems and concerns of parents/guardians before, during, and after camp.
- Communicate and work with the Camp Director as an effective strong leadership team.

Safety/Security

- Adhere to the Emergency Response Plan/Risk Management Plan.
- State of CT Statutes for maintaining state filings and reporting such as mandated reporting.
- Report and respond to critical incidents and act swiftly in any emergency situation in accordance to the Emergency Response Plan/Risk Management Plan.
- Teach, monitor and adhere to all safety procedures.
- Remain cognizant of, and appropriately respond to, issues that violate Hartford County 4-H Camp policies included (but not limited to) Sexual Harassment, Drug and Alcohol Abuse, Security.
- Adhere to and enforce the camp's social media policy.

Off-Season Duties

- Provide a detailed summary of horse camp.
- Assist acquiring volunteer, paid and junior staff.
- Provide volunteer packets to staff including health forms, expectations, 4-H volunteer enrollment forms.
- Create a schedule of volunteer staff availability and speciality.
- Assist in planning off season fundraising events.
- Work on curriculum for the following camp season.

Employment is contingent upon ability to pass applicable background checks

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.