Volunteer Adult Staff Job Descriptions
The Camp Planning Committee has developed these job descriptions in order to clarify and increase understanding of the adult volunteer opportunities at camp. Please contact the 4-H Educator or a member of the planning committee if you have questions about any of these positions.

General Expectation of All Volunteer Adult Staff

- Be an open minded and positive role model, ready to have FUN!
- Be an enrolled 4-H Leader, having completed the Youth Protection Process
- Participate in camp training and planning (Strongly preferred)
  - Assist in training youth staff by leading small group discussions or teaching training lessons
  - Collaborate with youth staff to plan camp (cabin time, evening programs, etc.)
- Participate in registration and bus transportation
  - Assist with camper check-in and bus loading
  - Ride the bus to provide supervision to and from camp, except in special circumstances
- Support youth staff during camp with camper and cabin supervision
  - Develop a positive, mentoring relationship with youth staff
  - Supervise campers when youth staff are occupied (youth staff meetings, early mornings, etc.)
  - Provide support, as needed, when youth staff are leading activities (flextime, campfire, etc.)
  - Support counselors in effectively handling camper behavior and safety (physical and emotional) related challenges and concerns (home-sickness, enforcing lights out time, bullying, etc.)
- Assist in maintaining a clean camp
  - Judge cleanest cabin and best decorated cabin awards
  - Supervise cabins conducting daily bathroom clean-up and stocking supplies
  - Conduct end of camp bathroom sanitization
  - Supervise end of camp cabin cleaning (packing, wiping down mattresses and sweeping) and camp clean-up (all common areas: rec. hall, ball fields, campfire, art, stairs, dining hall, etc.)
- Communicate openly with camp director regarding any staff or camper concerns

Specific Volunteer Adult Staff Roles

Assistant Dining Hall Supervisor
- Work with Dining Hall Supervisor, dishwashers and cabins to make meal set up and take down fun

First Aid County Coordinator
- Requires certification in First Aid and CPR (child & adult)
- Collect medications and record health updates at time of bus loading
- Work with Camp Nurse to sort medications and file health forms, upon arrival at camp
- Assist Camp Nurse with documentation during peak medication dispersal times (meals and bedtime)
- Partner with Camp Nurse to provide staffing at nurse’s cabin at all times, except during meals.
- Assist in treating camper’s bumps and scraps, and easing camper homesickness
- Maintains open and direct communication with Camp Nurse and Camp Program Directors

Recreation Co-Director
- Collaborate with the Youth Recreation Director to plan and facilitate recreation activities that are suited for campers of different skills and interests (offer a variety of small and large group, competitive and non-competitive activities)

Nature Director
- Plan and facilitates nature lessons
- Utilizes youth program assistant to help facilitate the activities

Waterfront Assistants
- Assist lifeguards in enforcing waterfront rules and supervising the safety of all participants
- Manage the use of and maintain waterfront equipment (boats, canoes, lifejackets, buddy board)
- Collaborate with youth staff to facilitate activities at waterfront

(Continued)
Campfire Coordinator(s)
- Start, supervise, and extinguish campfires
- Collaborate with the Ceremonies & Campfire Youth Director/Committee for the successful planning and facilitation of large group and unit campfires.

Fishing Leader(s)
- Check, in advance, that the equipment is in working order, and that supplies have been purchased
- Manage and maintain the equipment during camp
- Utilizes youth staff to help facilitate the activity

Archery Leader
- Requires certification as a 4-H archery leader
- Plan and lead archery session
- Utilize youth staff to help facilitate the activity

Photographer
- Take pictures and possibly create an end of camp slide show