



## Barry Conservation 4-H Camp Job Description

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| <b>Job Title:</b>      | Assistant Camp Director<br>Barry Conservation 4-H Camp  |
| <b>Reports To:</b>     | Camps Director/Camp Administrator<br>Barry Conservation 4-H Camp  |
| <b>Qualifications:</b> | Bachelor's Degree Preferred<br>25 Years Age Minimum<br>2 Years Camp Administration Experience, Including Staff Supervision<br>Valid Driver's License<br>First Aid and CPR Certification<br>Knowledge of and Ability to Maintain A.C.A. Accreditation Standards and NH Health and Safety Regulations<br>Ability to Live at Camp during the 4-H Camp Season and Physically Access all Areas of Camp<br>Ability to Work Evenings and Weekends<br>Ability to Work Independently<br>Ability to Communicate Effectively, Verbally and Written<br>Commitment to Youth and Youth Services<br>Emotional Maturity and Stability, Initiative and Good Judgment |

Barry Conservation 4-H Camp  
Where the Learning Lasts a Lifetime



### General Description

The Barry Conservation 4-H Camp Assistant Camp Director will assist in maintaining the camp facilities and programs throughout the summer camp season. The Assistant Camp Director will help maintain a healthy and safe environment for all staff, campers, and volunteers through effective leadership and demonstrated commitment to philosophy and goals of UNH 4-H Camps.

### Specific Responsibilities

1. Assist in the training and supervision of all Camp Staff. This includes assisting in the coordination and leading of staff orientation and in-services, systematically supervising all staff, and providing opportunities for corrective feedback during the summer season.
2. Coordinate, schedule and supervise weekly programs including staff schedules, time off and program curriculums.

3. Supervise program delivery of activities at camp, including but not limited to assisting with the development of new and innovative programs and maintaining existing operations at the highest quality.
4. Develop and present program activities when needed.
5. Maintain all camp functions within the standards set by the American Camping Association, State of New Hampshire Department of Health, University of New Hampshire, UNH Cooperative Extension, New Hampshire Fish and Game, and all other regulatory bodies.
6. Address all camper issues in a professional and efficient manner. Maintain open communication with administrative team and Camp Director.
7. Prepare weekly Family Newsletter as well as season-end reports as required and requested.
8. Represent UNH 4-H Youth Camps enthusiastically and appropriately at all times and attend related functions representing UNH 4-H Camps as needed and requested.
9. Any other duties as deemed necessary and appropriate by the Camps Manager/Camp Director, UNH 4-H Camps.