



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



## **Position Description**

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

## **General Description**

The Barry Conservation Camp Director has the overall responsibility of maintaining the camp facilities and programs throughout the summer camp season. The Camp Director maintains 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. Train and supervise all Barry Conservation Staff. This includes assisting in the coordination and leading of staff orientation and in-services, systematically supervising all staff, providing opportunities for corrective feedback during the summer season and

completing a final performance review for each staff member for his/her permanent personnel file.

2. Coordinate, schedule and supervise weekly programs including staff schedules, time off and program curriculums.
3. Supervise program delivery of all activities (including health and food services) at camp, including but not limited to determining and verifying staff certification, approving purchase of equipment and supplies needed, obtaining opening and year-end inventories, assisting with the development of new and innovative programs and maintaining existing operations at the highest quality.
7. 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.
8. Coordinate and supervise the management of camp facilities. This includes but is not limited to prioritizing weekly/monthly/seasonal maintenance needs and working with the NH Fish and Game and Berlin Hatchery staff to complete routine and approved projects.
9. Address all camper issues in a professional and efficient manner. Maintain open communication with camper parents and/or guardians.
10. Maintain open communication with UNHCE Educators, UNH 4-H Camps, Berlin Hatchery Supervisor and Staff, and NH Fish and Game's Educational Director.
11. Prepare season-end reports as required and requested.
12. 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.
13. Any other duties as deemed necessary and appropriate by the Camps Administrator or UNHCE Administration.