



## Barry Conservation 4-H Camp Position Description

- Job Title:** Assistant Camp Director  
Barry Conservation 4-H Camp
- Reports To:** Camps Director and Camp Administrator  
Barry Conservation 4-H Camp
- Qualifications:** Bachelor's Degree Preferred  
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 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 weekly and 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 Director and Camps Administrator.