



Cornell University

Cooperative Extension Cortland County

Classification Title: Temporary Camp Director Functional Title: 4-H Camp Owahta Summer Camp Director Supervisor & Title: CCE Cortland County Executive Director
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General Responsibilities

This position serves as **4-H Camp Owahta Summer Camp Director** responsible to Cornell Cooperative Extension Association of Cortland County. The primary responsibilities of this position are to implement weekly programming (including low ropes, educational classes, visual or performing arts, crafts, and other classes as assigned), daily operations, and supervision of staff. In addition, this position accepts and performs other responsibilities as assigned and deemed appropriate by the CCE Cortland County Executive Director. *(This position does not have cabin responsibilities.)*

Job Duties

- Oversee all aspects of daily operations of a residential youth summer camp.
- Prepare for the opening of the season including inventory of equipment and educational materials as well as completing requisition forms for new materials.
- Assist in the closing for the season including inventory of equipment and educational materials.
- Implement and support camper activities and classes, including special programs (afternoon and/or evening).
- Provide guidance and support to staff, ability to address campers' special needs, conflict mediation (campers and/or staff), and special concerns (campers and/or staff).
- Design and implement developmentally appropriate leadership training programs for various ages, maturity levels and skills.
- Assist the Executive Director in the development of staff in-service training programs, including pre-camp training of counseling staff.
- Plan and develop camper activities and classes.
- Keep in direct communication with the Executive Director and Program Director regarding camper and staff activities.
- Evaluate programs of 4-H Camp Staff throughout the summer.
- Recommend 4-H campers for continued participation in leadership training programs and future staff positions.
- Coordinate and implement the orientation program.
- Participate in staff meetings and training events as scheduled.
- Work with the Executive Director to obtain ACA accreditation.

- Maintain a safe camping environment and abide by all DOH regulations and the Camp Safety Manual.
- Oversee daily upkeep of camp facilities. Refer to the Maintenance Coordinator and Executive Director as necessary.

Reporting Relationships

- Immediate supervision provided by the Executive Director.

Qualifications

Necessary:

- Must have a Bachelor's degree or must be at least 25 years of age with equivalent combination of training and experience in related field.
- Must have current CPR and First Aid certifications (will train suitable candidate).
- Must have clear, valid NYS Driver's License.

Desirable:

- At least two years of administrative and/or supervisory experience in an organized camp.
- Experience in leadership roles or currently working in the education field.
- Previous camp staff experience.

Key Knowledge, Skills and Abilities

- Demonstrated ability to initiate, plan, organize, implement, teach, and evaluate information educational programs using a variety of delivery methods.
- Demonstrated ability to supervise staff including evaluation and conflict management.
- Demonstrated ability to evaluate for safety, program area equipment and facilities.
- Desire and ability to work with children and young adults.
- Demonstrated ability to relate to one's peer group.
- Demonstrated ability to accept guidance and supervision.
- Demonstrated initiative, reliability, dependability, ability to manage resources, and motivational skills.
- Demonstrated self-starter.
- Provide leadership in budget development, program evaluation, grants procurement, marketing, program supervision, and educational program.
- Demonstrated effective and professional oral and written communication.
- Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control.

Special Requirements

- Must be able to meet travel requirements of the position.
- Must be willing and able to stay at 4-H Camp Owahta (including overnights) the entire time Camp is in session.
- Must have clear background and sexual offender check .